

(Pages : 3)

H – 1570

Reg. No. :

Name :

Third Semester B.Com. Degree Examination, October 2019

First Degree Programme Under CBCSS

CO 1361.5/CC 1341

COMPUTER APPLICATION FOR PUBLICATIONS

(Common for Commerce/Commerce with Computer Application)

(2014 – 2017 Admission)

Time : 3 Hours

Max. Marks : 80

PART – A

Answer **all** questions in one or two sentences each. Each question carries **1** mark.

1. What is a word processor?
2. What is MS Word?
3. What is mail merge?
4. What is PageMaker?
5. What are Master Pages?
6. What is Quick Access Toolbar?
7. What is the use of styles in MS Word?
8. What is a Template?
9. What is Style palette?
10. What is the use of pointer tool in PageMaker?

(10 × 1 = 10 Marks)

P.T.O.

PART – B

Answer **any eight** questions in not exceeding one paragraph each. Each question carries **2** marks.

11. What is the difference between free software and open source software?
12. Name any two popular word processing packages.
13. Furnish the steps to create a new document in MS Word.
14. Write a short note on Bullets and Numbering.
15. Write a short note on Find and Replace commands.
16. Describe the Save options in MS Word.
17. Write a shot note on MS PowerPoint.
18. Give a brief account of Slide Sorter View.
19. Enumerate the steps involved in opening PageMaker.
20. What is Plasterboard?
21. How can we add or delete pages in PageMaker?
22. How can we add pages to a publication?

(8 × 2 = 16 Marks)

PART – C

Answer **any six** questions in not exceeding 120 words. Each question carries **4** marks.

23. Briefly explain the procedure to start a document from a template in MS Word.
24. What are the uses of Word Processing packages?
25. What is ribbon? What are the tabs it contains?
26. How can we insert a Table in MS Word?

27. Enumerate the steps involved in inserting footnotes in a Word document.
28. What is a presentation template? Enumerate the steps involved to apply a template to a new presentation.
29. Enumerate the four different views in PowerPoint.
30. Briefly explain the functions of Slide Show View in MS PowerPoint.
31. How can we insert sounds from a file in PowerPoint?

(6 × 4 = 24 Marks)

PART – D

Answer **any two** questions. Each question carries **15** marks.

32. Discuss in detail the benefits of using Free Software.
33. Discuss the main features of word processing applications.
34. What is mail merge? Explain the process of mail merge in MS Word.
35. What do you mean by Kerning? Discuss its different types.

(2 × 15 = 30 Marks)
