

**E 2157**

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Reg. No.....

Name.....

**B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2016**

**Fourth Semester**

**INFORMATION TECHNOLOGY FOR OFFICE**

(Common for Optional stream computer applications of Model I and Model II B.Com,  
UGC sponsored B.Com. Computer Applications and UGC Sponsored B.Com. O.M and S.P)

[2013 Admission onwards]

Time : Three Hours

Maximum : 60 Marks

**Part A**

*Answer all questions.  
Each question carries 1 mark.*

1. What is slide sorter ?
2. What is word processing ?
3. What is the use of 'Auto complete' in Excel ?
4. What is page layout ?
5. What is a work book ?
6. What are Ribbon Charts ?
7. How to move between pages in PageMaker ?
8. What is slide transition ?

(8 × 1 = 8)

**Part B**

*Answer any six questions.  
Each question carries 2 marks.*

9. What is the use of links manager in PageMaker ?
10. How to insert table into a word document ?
11. What is freezing of rows and columns ?
12. What is meant by animation of Slides ?
13. Describe the procedure to record and run a Macro.
14. Explain the use of merge cell and Wrap text in Excel.
15. What is a text box ? How it can be inserted in a page ?

**Turn over**

16. Distinguish between relative and absolute cell reference.
17. Distinguish between formula and function.
18. Describe the procedure to copy a slide.

(6 × 2 = 12)

### Part C (Short Essay)

*Answer any four questions.*

*Each question carries 4 marks.*

19. What is desktop publishing ? What are its uses ?
20. Briefly explain how to insert, delete, copy and rearranging slides.
21. What are headers and footers ? How can you insert and remove header and footer ?
22. Briefly explain the steps to create a document in PageMaker.
23. Write the syntax of IF Function ? Explain Nested IF and state the uses of it with suitable examples.
24. What are the uses of Charts ? What are the different types of charts that can be created in Excel ?

(4 × 4 = 16)

### Part D

*Answer any two questions.*

*Each question carries 12 marks.*

25. What is presentation software? What are its advantages ? Explain the different ways to create a presentation in PowerPoint.
26. What is mail merging ? Explain the procedure for creating mail merge.
27. What are frames in PageMaker ? How to Create, Select, Add content to a frame and position content within a frame ?
28. What are the features of Excel ? Briefly explain all the Functions in Excel.

(2 × 12 = 24)