B.COM. DEGREE END SEMESTER EXAMINATION MARCH 2018
SEMESTER – 4: COMMERCE (OPTIONAL COURSE FOR COMPUTER APPLICATION)
COURSE: **15U4OPCCA2: INFORMATION TECHNOLOGY FOR OFFICE**
Common for Regular (2016 Admission) & Supplementary (2015 Admission)

Time: Three Hours   Max. Marks: 60

SECTION A
*Answer **all** questions. Each question carries **2** marks.*

1. What is Workbook?
2. What Page layout?
3. What is Cell address?
4. How Tables are created in MS Word?
5. What do you mean by rehearsing a slide show?
6. How to insert sound clip on to a slide?
7. What is Leading?
8. How to Freeze Rows and Columns in Excel.
9. What is Tracking?
10. What is Word processing?   (2 × 10 = 20)

SECTION B
*Answer **any two** questions. Each question carries **5** marks.*

11. Explain the various methods of Cell referencing in Excel?
12. Explain Mathematical, Statistical and Logical functions in Excel.
13. Distinguish between Animation effects and Transition effects. How these effects are added to the slide.
14. Explain the features of MS Word 2007.   (5 × 2 = 10)

SECTION C
*Answer **any three** questions. Each question carries **10** marks.*

15. What is Chart? Explain the different types of Chart.
16. Explain the Screen components of MS Word 2007.
17. What is Power point? What are its features? Explain different ways to create a presentation in Power point.
18. Explain the procedure for creating a new document in Page Maker.
19. Explain how the following tasks are performed in Excel.
    a) Sorting data   b) Filtering data   c) Conditional formatting   d) Protecting Workbook.

                                                                                (10 x 3 = 30)

****