B. COM. DEGREE END SEMESTER EXAMINATION - MARCH 2020

SEMESTER – 4: COMMERCE (OPTIONAL COURSE FOR COMPUTER APPLICATION)

COURSE: **15U4OPCCA2 – INFORMATION TECHNOLOGY FOR OFFICE**

(For Regular - 2018 Admission and Supplementary / Improvement 2017, 2016, 2015 Admissions)

Time: Three Hours   Max. Marks: 60

SECTION A

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

1. What is ribbon in Word 2007?
2. What do you mean by Read only file in Word 2007.
3. What is Mail Merge in MS Word 2007?
4. What do you mean by Page Maker?
5. What do you mean by the option hyper link to in MS Power Point 2007?
6. What is slide sorter?
7. What is a worksheet in Excel?
8. What do you mean by Auto Fill in MS Excel 2007?
9. What is relative referencing?
10. What do you mean by logical functions?   (2 x 10 = 20)

SECTION B

*Answer **any Two** questions. Each question carries **5** marks*

11. Explain the process for character spacing in MS Word 2007.
12. What do you mean by Macros in MS Word 2007.
13. What are the advantages of Page Maker 7.0?
14. Briefly explain the Transition effects in MS Power Point 2007.   (5 x 2 = 10)

SECTION C

*Answer **any Three** questions. Each question carries **10** Marks*

15. Write an essay on paragraph formatting in Page Maker 7.0.
16. Explain the Animation Effects in MS Power Point 2007.
17. Write an essay on Referencing in MS Excel 2007.
18. Explain the major features of MS Word 2007.
19. Briefly explain the 'FREEZE' option in Excel.   (10 x 3 = 30)