

**B.COM. DEGREE END SEMESTER EXAMINATION - MARCH/APRIL 2019****SEMESTER – 4: COMMERCE (OPTIONAL COURSE FOR COMPUTER APPLICATION)****COURSE: 15U4OPCCA2 – INFORMATION TECHNOLOGY FOR OFFICE**

*(Common for Regular 2017 admission and improvement 2016/ supplementary 2016/2015 admission)*

Time: Three Hours

Max. Marks: 60

**SECTION A**

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

1. What is a word processor?
2. Name the different Page orientations in Word 2007.
3. What is DTP?
4. What is the function of control palette?
5. What do you mean by workbook?
6. What do you mean by cell referencing?
7. What is a legend in Excel?
8. What do you mean by PowerPoint presentation?
9. What is the file extension name of a PowerPoint presentation?
10. Write down any two basic animation effect in Power Point 2007. (2 x 10 = 20)

**SECTION B**

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

11. Explain the process for creating a new document in MS Word 2007 using Templates.
12. Briefly explain WordArt in MS Word 2007.
13. What are the different type styles in Page Maker.
14. What do you mean by protecting elements of a worksheet? (5 x 2 = 10)

**SECTION C**

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

15. Write an essay on page setup in MS Word.
16. Explain Layers in Page Maker 7.0.
17. What do you mean by functions in Excel 2007? Describe the various commonly used functions in Excel 2007.
18. Explain the different user interfaces (Components) of MS Power Point 2007
19. Explain the procedure of mail-merge. (10 x 3 = 30)

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