

**B COM DEGREE END SEMESTER EXAMINATION - JULY 2021**  
**SEMESTER 4 : OPTIONAL COURSE FOR B COM COMPUTER APPLICATION**

**COURSE : 19U4OPCCA2 : INFORMATION TECHNOLOGY FOR OFFICE**

*(For Regular - 2019 Admission and Supplementary - 2018/2017/2016 Admissions)*

Time : Three Hours

Max. Marks: 60

**PART A**

**Answer All (2 marks each)**

1. What do you mean by Thesaurus?
2. What is Macro?
3. What is Tracking in PageMaker?
4. What are L and R in PageMaker?
5. What are Cells?
6. What is Cell data alignment in Excel?
7. What are Operators in Excel?
8. What is Referencing in Excel?
9. What are Action Buttons?
10. What is Slide Layout?

**(2 x 10 = 20)**

**PART B**

**Answer any 4 (5 marks each)**

11. Write a note on Creating a new document in Ms Word.
12. What do you think about the Features of Word 2007.
13. Write a brief note on Desktop Publishing
14. Describe Find and Replace in Ms Excel
15. Write about Financial Functions in Excel
16. Clarify the Presentation Views in PowerPoint

**(5 x 4 = 20)**

**PART C**

**Answer any 2 (10 marks each)**

17. Design steps for changing page orientation, page size and page margins.
18. Describe the various User Interface elements of Excel 2007
19. Generate the procedure for creating and modifying 3D Charts
20. Design the Procedure for adding Animation effects to a Presentation

**(10 x 2 = 20)**