

Reg. No

Name

23U472

B. COM DEGREE END SEMESTER EXAMINATION : MARCH 2023
SEMESTER 4 : OPTIONAL COURSE FOR COMPUTER APPLICATION
COURSE : 19U4OPCCA2 : INFORMATION TECHNOLOGY FOR OFFICE

(For Regular - 2021 Admission and Improvement / Supplementary - 2020/2019/2018/2017/2016/2015 Admissions)

Time : Three Hours

Max. Marks: 60

PART A

Answer All (2 marks each)

1. What is Legend in Ms Excel?
2. What do you mean by formatting of data and text?
3. What is the real power of Excel?
4. What do you mean by Grids?
5. What is Normal View in PowerPoint?
6. What do you mean by Thesaurus?
7. What is Mini Toolbar?
8. What is Hand tool in PageMaker?
9. What is Spread Sheet?
10. What is Slide Designing?

(2 x 10 = 20)

PART B

Answer any 4 (5 marks each)

11. Write a brief note on Functions in Excel.
12. Write in your own words about Inserting Page Breaks.
13. What do you think about placing graphics in PageMaker?
14. Write a note on Starting Word 2007.
15. Produce the procedure for Inserting Pictures in a slide.
16. Briefly describe Conditional Formatting in Excel.

(5 x 4 = 20)

PART C

Answer any 2 (10 marks each)

17. Describe the procedure of creating master slide.
18. Explain the process of moving, copying and cutting cells.
19. Describe the Mathematical, Logical and Statistical Functions in Excel
20. Design steps for changing page orientation, page size and page margins.

(10 x 2 = 20)