

**B. COM. DEGREE END SEMESTER EXAMINATION - MARCH 2025****SEMESTER 4 : OPTIONAL COURSE FOR COMPUTER APPLICATION****COURSE : 19U4OPCCA2 : INFORMATION TECHNOLOGY FOR OFFICE**

*(For Regular 2023 Admission and Improvement/Supplementary 2022/2021/2020/  
2019/2018/2017/2016/2015 Admissions)*

Time : Three Hours

Max. Marks: 60

**PART A****Answer All (2 marks each)**

1. What is a column chart?
2. What is slide designing?
3. What are Cells?
4. What is 3D chart?
5. What is meant by custom animation?
6. What is pagemaker?
7. What is status bar?
8. What are alignments?
9. What are workbooks?
10. What is tool box?

**(2 x 10 = 20)****PART B****Answer any 4 (5 marks each)**

11. Write a brief note on "text block."
12. Write a note on creating a new document in MS Word.
13. Produce the procedure for "Moving charts."
14. Write about adding a new worksheet in Excel.
15. Write a note on setting up slide show.
16. What do you think about the features of "Word 2007."

**(5 x 4 = 20)****PART C****Answer any 2 (10 marks each)**

17. Generate the procedure for creating and modifying charts.
18. Design the steps for changing page orientation, page size and page margins.
19. Describe the various user interface elements of excel 2007.
20. Design the procedure for creating a power point presentation on a Topic.

**(10 x 2 = 20)**