



**MAR IVANIOS COLLEGE (AUTONOMOUS)**  
**THIRUVANANTHAPURAM**

Reg. No. :.....

Name :.....

**Third Semester B.Com. Degree Examination, November 2016**

**First Degree Programme under CBCSS**

**Elective Course: Commerce – I (Stream 5)**

**AUCO391.a: Computer Application for Publications**

*(for 2014 Admissions – Improvement Only)*

Time: **3 Hours**

Max. Marks: **80**

**SECTION – A**

*Answer ALL questions in one or two sentences.*

1. What do you mean by free software ?
2. What do you mean by mail merge ?
3. Write the method of adding a new sheet in Calc.
4. What is the use of Ruler in word document ?
5. How can insert an image in a word document ?
6. What is the shortcut key for saving a document ?
7. What do you mean by hyperlink ?
8. What is the file extension of a power point document ?
9. How will you insert table in your word document ?
10. What do you meant by text wrapping ?

**(10 × 1 = 10 Marks)**

**SECTION – B**

*Answer any EIGHT questions, each in a short paragraph not exceeding 50 words.*

11. Explain any two advantages of free software.
12. How do you adjust line spacing in PageMaker document ?
13. What are the uses of spreadsheet software ?
14. Write the method to make MS Word content as subscript.

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- 15. Explain the steps for line space setting in MS Word.
- 16. What are the options available in page number setting in MS Word ?
- 17. How you can set numbering in a document ?
- 18. Specify the advantages of PageMaker.
- 19. Explain the advantages of mail merging.
- 20. Explain the facility – Spelling and grammar checking.
- 21. What are the advantages of using templates ?
- 22. How do you set page size in PageMaker ?

**(8 × 2 = 16 Marks)**

**SECTION – C**

*Answer any SIX questions, each in a paragraph not exceeding 120 words.*

- 23. Explain different text formatting facilities in MS Word.
- 24. What are advantages of Linux over windows ?
- 25. Explain the advantages of PageMaker.
- 26. How will you change the orientation of page layout in a word document ?
- 27. How will you add table in MS Word and merging cells within the table ?
- 28. Discuss about working with Text Block in PageMaker.
- 29. Explain the steps of saving and printing presentations.
- 30. Explain the Macros in PageMaker.
- 31. Describe the method of converting presentation into video clip.

**(6 × 4 = 24 Marks)**

**SECTION – D**

*Answer any TWO questions, not exceeding four pages.*

- 32. Explain the sequence of activities under mail merging.
- 33. Explain the steps of adding and removing digital signature in documents.
- 34. Discuss about working with Text in PageMaker.
- 35. Explain the steps of creating, formatting, inserting images and inserting movie clips in PowerPoint.

**(2 × 15 = 30 Marks)**

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