MAR IVANIOS COLLEGE (AUTONOMOUS) THIRUVANANTHAPURAM

Reg. No. :…………………   Name :………………….

Third Semester B.Com. Degree Examination, November 2015
First Degree Programme under CBCSS
Elective Course: Commerce – I (Stream 5)
AUCO391.a: Computer Application for Publications

Time: **3** Hours   Max. Marks: **80**

SECTION – A

*Answer **ALL** questions in one or two sentences.*

1. What are 'Quick Styles' in a PPT ?
2. Explain Header and Footer ?
3. What is a Clipboard ?
4. What is Pagemaker Window ?
5. What is the purpose of 'envelope' in mailing of a word document ?
6. What is Print preview ?
7. What is a Memo ?
8. What are Hyperlinks ?
9. Distinguish between a software and an app.
10. What is Cache Memory ?

(10 × 1 = 10 Marks)

SECTION – B

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

11. What is Smart Art ?
12. What is the purpose of transition sound ?
13. Explain Set up Wizard ?
14. Explain Thesaurus ?

P.T.O.

15. What is the use of a Toobox ?
16. Distinguish between Editing and Formatting.
17. What is Default Setting ?
18. Distinguish between Multiple Line Spacing and Single Line Spacing.
19. What is Orientation in the context of page layout ?
20. What is a Bug ?
21. What is 'justify'ing of text ?
22. Why does the user use Shift + F3 ?

(8 × 2 = 16 Marks)

SECTION – C

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

23. Write a short note on the 'View' option in a word file.
24. What are the advantages of PPT for presentations ?
25. Explain about Publication in a Pagemaker.
26. How can the user scan for virus in the system ? Name some of the anti – virus softwares available.
27. List out the importance of 'Reference' option in a word document.
28. How can a user give colour to the PPT as a background ?
29. What are 'Balloons' in MS word file ?
30. Explain how a user can print a particular page from an MS word article ?
31. What are the different steps for naming, saving and closing publication ?

(6 × 4 = 24 Marks)

SECTION – D

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

32. Write an essay on the available free softwares in India.
33. Make a contrast between MS word 2007 and 2010. Substantiate some of the added features in the latter.
34. Give some of the salient features of Pagemaker.
35. What are the various possible features that can be applied in a PPT through 'Animations' ?

(2 × 15 = 30 Marks)

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