



**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**

Time: 3 Hours

Max. Marks: 80

**SECTION – A**

*Answer ALL questions in one or two sentences.*

1. What is application software ?
2. What is thesaurus ?
3. Explain mail merge.
4. How to give shadow format in your text ?
5. What is document template ?
6. What is a text block in Page Maker ?
7. What is master page ?
8. What is nested table ?
9. Explain the use of Page Maker.
10. Write a note on slide transition.

**(10 × 1 = 10 Marks)**

**SECTION – B**

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

11. What is free software movement ?
12. What is status bar ?
13. How to insert symbols in Word document ?
14. Write a note on Linux.

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15. How pictures are inserted in Power Point document ?
16. What is quick access toolbar ?
17. How to print a Word document ?
18. What is e – mail editor ?
19. Write a short note on digital signature ?
20. What is desktop publishing ?
21. How to add graphics in Page Maker ?
22. How sound clips are added in slides ?

**(8 × 2 = 16 Marks)**

### **SECTION – C**

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

23. What are the advantages of Linux ?
24. What are the features of Power Point ?
25. Which are the components of ‘Calc’ window ?
26. How to change font, font size and font colour in Writer documents ?
27. Explain the tools available in Tool Box in Page Maker.
28. How to insert headers and footers in Word document ?
29. How to add graphics to a frame in Page Maker ?
30. What is the procedure for creating hyperlink in Power Point document ?
31. Explain the features of Libre Office Impress.

**(6 × 4 = 24 Marks)**

### **SECTION – D**

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

32. What is free software ? What are the benefits of free software ?
33. Explain the procedure for formatting text and paragraph in Page Maker document.
34. Explain the user interface elements of Word window.
35. Explain how to design a presentation.

**(2 × 15 = 30 Marks)**

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