D 14359   (Pages : 3)   Name..

Reg. No...................................

FIRST SEMESTER B.Voc. DEGREE EXAMINATION, NOVEMBER 2016

Multimedia

SDC 1MM 01—OFFICE AUTOMATION AND MALAYALAM COMPUTING

Time : Three Hours   Maximum : 80 Marks

Section A (Very Short Answer Questions)

Answer all questions.

1. From which menu you can insert Header and Footer ?

  (a) Insert Menu.   (b) View Menu.

  (c) Format menu.   (d) Tools Menu.

2. It is possible to ————— a data source before performing a merge.

  (a) Create.   (b) Modify.

  (c) Sort.   (d) All of the above.

3. Which of the following is not a valid Zoom percentage in Excel ?

  (a) 10.   (b) 100.

  (c) 300.   (d) 500.

4. Bullets and Numbering is in ————— Tab.

  (a) Home Tab.   (b) Insert Tab

  (c) Page layout Tab.   (d) View Tab.

5. You can activate a cell by :

  (a) Pressing the Tab key.   (b) Clicking the cell.

  (c) Pressing an arrow key.   (d) All of above.

6. Which function calculates your monthly mortage payment ?

  (a) PMT (payments).   (b) NPER (number of periods).

  (c) PV (present value).   (d) All of above.

7. To drag a selected range of data to another worksheet in the same workbook, use the :

  (a) Tab key.   (b) Alt key.

  (c) Shift key.   (d) Ctrl key.

Turn over

8. Which file format can be added to a PowerPoint show ?

   (a) .jpg   (b) .giv

   (c) .wav   (d) All of the above.

9. Comments put in cells are called :

   (a) Smart Tip.   (b) Cell Tip

   (c) Web Trip.   (d) Soft Tip.

10. Where can you change the vertical alignment ?

   (a) Formatting toolbar.   (b) Paragraph dialog box.

   (c) Page Setup dialog box.   (d) Standard toolbar.

(10 × 1= 10 marks)

Section B (Short Answer Questions)

Answer any **eight** *of the following.*
2 marks each.

11. What is Ribbon in Word ?

12. What are workbook and worksheet ?

13. What is Presentation ?

14. Explain the technique of cutting and pasting of cell contents.

15. What is row ? How its height can be changed ?

16. What is domain name ? Mention important types of domain name generally used.

17. What are the different internet Protocols ?

18. How does an e-mail work ?

19. What is Hyperlink ? How we create a hyperlink ?

20. What is meant by formatting a document ?

21. What is slide ?

22. Write a note on the formatting of worksheet ?

(8 × 2 = 16 marks)

Section C (Short Essay Questions)

Answer any **six** *of the following.*
4 marks each.

23. What is meant by text alignment ?

24. How charts can be created in Excel. Explain the methods of creating different types of charts.

25. What is an IP address and what are its characteristics ?

26. What is Pivot Table ? What is its use ?

27. Explain the method of selecting and editing multiple worksheets.

28. What is meant by navigation in a document ?

29. Explain the uses of Find and Replace command in word.

30. What is Drop Cap ? What is its use ?

31. How internet is useful for Education ?

(6 × 4 = 24 marks)

Section D (Essay Questions)

Answer any **two** *questions.*
Each carries 15 marks.

32. It is proposed to celebrate the silver jubilee of the Department. of Multimedia of your college. The H.O.D instructed to you to prepare an invitation letter and send to all parents. What facility is available in MS-WORD for this purpose ? Explain the steps involved to do this work.

33. What are the techniques available in Word to apply different styles to the text of a document ?

34. What is PMT and PV functions ? Discuss these functions with suitable example.

35. Discuss the important database functions used in Excel.

(2 × 15 = 30 marks)