D 93889

Name..

Reg. No

FIRST SEMESTER B.VOC. DEGREE EXAMINATION, NOVEMBER 2015

Multimedia

SDC 1MM 01—OFFICE AUTOMATION AND MALAYALAM COMPUTING

Time : Three Hours

Maximum : 80 Marks

Section A (Very Short Answer Questions)

Answer **all** *questions.*
Each question carries 1 marks.

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

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

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

2. _____ is an option in Font Group.

    (a) Strike through.   (b) Find.

    (c) Replace.   (d) Change Styles.

3. Which of the following is not valid version of MS Office ?

    (a) Office XP.   (b) Office Vista.

    (c) Office 2007.   (d) None of above.

4. The key **F12 opens a** :

    (a) Save as dialog box.   (b) Open dialog box.

    (c) Save dialog box.   (d) Close dialog box.

5. Which of the following is not available on the Ruler of MS Word screen ?

    (a) Tab stop box.   (b) Left Indent.

    (c) Right Indent.   (d) All of above.

6. If you want to keep track of different editions of a document which features will you use ?

    (a) Editions.   (b) Versions.

    (c) Track Change.   (d) All of above.

7. Borders can be applied to :

    (a) Cells.   (b) Paragraph.

    (c) Text.   (d) All of above.

Turn over

8. Which of the following is not a type of page margin ?

    (a) Left.   (b) Right.

    (c) Center.   (d) Top.

9. What is the default left margin in Word 2003 document ?

    (a) 1".   (b) 1.25".

    (c) 1.5".   (d) 2".

10. Portrait and Landscape are :

    (a) Page Orientation.   (b) Paper Size.

    (c) Page Layout.   (d) All of above.

(10 x 1 = 10 marks)

Section B (Short Answer Questions)

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

11.   What is Presentation ?

12.   What do you mean by Themes ?

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

14.   What is IRR ? How it is used in spreadsheets ?

15.   What is the backstage view in word 2010 ?

16.   What is slide transition ?

17.   Define indentation.

18.   What is a label ? How it can be edited ?

19.   What do we mean by auto fill ?

20.   What is PMT function ? Explain the method of using it in business area.

21.   What is NPV ? How it is used in spreadsheets ?

22.   What is an active cell ? How cells, Columns and rows can be selected using mouse ?

(8 x 2 = 16 marks)

Section C (Short Essay Questions)

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

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

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

25. What is a format painter ? How it is used ?

26. What is meant by text alignment ?

27. What is meant by navigation in a document ?

28. How internet is useful for education ?

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

30. How will you create Header and Footer in Document ?

31. What is TOC ? How to create TOC ?

(6 x 4 = 24 marks)

Section D (Essay Questions)

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

32. Explain the process of mail merge in MS-Word.

33. Discuss different statistical function available in Excel.

34. What do you mean by goal seek ? Discuss its business applications.

35. How scenario management can be used business decision-making ?

(2 x 15 = 30 marks)