

FIRST SEMESTER B.VOC. DEGREE EXAMINATION, APRIL/MAY 2015

(CUCBCSS—UG)

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. To get to the 'Symbol' dialog box, click on the menu and choose 'Symbol'.
(a) Insert. (b) Format.
(c) Tools. (d) Table.
2. From which menu you can insert Header and Footer ?
(a) Insert Menu. (b) View Menu.
(c) Format menu. (d) Tools Menu.
3. Shortcut for document views toolbar is situated in _ bar.
(a) Task bar. (b) Status bar.
(c) Tool bar. (d) Title bar.
4. Bullets and Numbering is in _____ tab.
(a) Home tab. (b) Insert tab.
(c) Page layout tab. (d) View tab.
5. _____ is used to covert from upper case to lower case and vice versa.
(a) Toggle case. (b) Sentence case.
(c) Lower case. (d) Upper case.
6. What is the shortcut key you can press to create a copyright symbol ?
(a) Alt + Ctrl + C. (b) Alt + C.
(c) Ctrl + C. (d) Ctrl + Shift + C.
7. What is the smallest and largest font size available in Font Size tool on formatting toolbar ?
(a) 8 and 72. (b) 8 and 64.
(c) 12 and 72. (d) None of above.
8. Which of the following is graphics solution for Word Processors ?
(a) Clipart. (b) Word Art.
(c) Drop Cap. (d) All of above.

Turn over

9. A character that is raised and smaller above the baseline is known as :
- (a) Outlined. (b) Raised.
(c) Superscript. (d) Subscript.
10. A bookmark is an item or location in document that you identify as a name for future reference. Which of the following task is accomplished by using bookmarks ?
- (a) To add anchors in web page.
(b) To mark the ending of a paragraph of document.
(c) To quickly jump to specific location in document.
(d) To add hyperlinks in webpage.

(10 x 1 = 10 marks)

Section B (Short Answer Questions)

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

11. What is Slide Sorter View ?
12. What is domain name ? Mention important types of domain name generally used.
13. What do you mean by Themes ?
14. What are the different internet Protocol ?
15. What is the backstage view in word 2010 ?
16. What is Quick Assess tool bar ?
17. What is slide transition ?
18. What is Text area ?
19. What is Hyperlink ? How we create a hyperlink.
20. What are Undo and Redo Command ?
21. Define indentation ?
22. What is meant by formatting a document ?

(8 x 2 = 16 marks)

Section C (Short Essay Questions)

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

23. What are Spreadsheets ? Explain any two features available in a spreadsheet for analysis of data related to business.
24. Explain the method of selecting and editing multiple worksheets.
25. What is Drop Cap ? What is its use ?

26. What is meant by text alignment ?
27. How will you place text in a column format ?
28. Explain the uses of Find and Replace command in word.
29. State the method of saving a document.
30. Explain the procedure of cutting, copying and pasting texts ?
31. What is an IP address and what are its characteristics.

(6 x 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 Dept.of Commerce 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 is PMT and PV functions ? Discuss these functions with suitable example.
34. Discuss the important database functions used in Excel.
35. How will you create a scenario ? What are scenario report ? For what purpose it is used in business area.

(2 x 15 = 30 marks)