D 53006 (Pages : 3) Name...

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

FIRST SEMESTER B.VOC. DEGREE EXAMINATION, NOVEMBER 2018

Multimedia

SDC 1M M01—OFFICE AUTOMATION AND MALAYALAM COMPUTING

Time : Three Hours Maximum : 80 Marks

Section A (Very Short Answer Questions)

Answer all questions.
Each question carries 1 mark.

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

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

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

2. The key F12 opens a ————.

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

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

3. What is a portion of a document in which you set certain page formatting options ?

    (a) Page. (b) Document.

    (c) Section. (d) Page Setup.

4. Portrait and Landscape are ————.

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

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

5. In Word, the mailing list is known as the ————.

    (a) Data Sheet. (b) Source.

    (c) Data Source. (d) Sheet Correct.

6. The spelling tool is placed on ———— toolbar.

    (a) Standard. (b) Formatting.

    (c) Drawing. (d) Reviewing.

7. How can you remove borders applied in cells ?

    (a) Choose None on Border tab of Format cells.

    (b) Open the list on Border tool in Formatting toolbar then choose first tool (no border).

    (c) Both of above.

    (d) None of above.

Turn over

8. 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.

9. Status indicators are located on the —————.

   (a) Vertical scroll bar.   (b) Horizontal scroll bar.

   (c) Formula bar.   (d) Standard toolbar.

10. Excel files have a default extension of —————.

    (a) .xls.   (b) .xlw.

    (c) .wkl.   (d) .123.

                                                        (10 × 1 = 10 marks)

Section B (Short answer questions)

Answer any **eight** *of the following.*
Each question carries 2 marks.

11. What is Presentation ?

12. What is Slide Sorter View ?

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

14. What are the different internet Protocol ?

15. What is Quick Assess tool bar ?

16. What is slide transition ?

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

18. What are Undo and Redo Command ?

19. What are workbook and worksheet ?

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

21. What do we mean by auto fill ?

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

                                                        (8 × 2 = 16 marks)

Section C (Short Essay Questions)

Answer any **six** *of the following.*
Each question carries 4 marks.

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

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

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

26. What is meant by text alignment ?

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

28. How internet is useful for education ?

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

30. What are PowerPoint templates ?

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

(6 × 4 = 24 marks)

Section D (Essay Questions)

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

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

33. How will you include headers and footers in a word document? Explain the methods of inserting page numbers in a document.

34. Discuss different statistical function available in Excel.

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

(2 × 15 = 30 marks)