



Reg. No. : .....

Name : .....

**Third Semester B.Com. Degree Examination, December 2017**  
**First Degree Programme under CBCSS**  
**CO 1361.5/CC 1341**  
**COMPUTER APPLICATION FOR PUBLICATIONS**  
**(Common for Commerce/Commerce with Computer Application)**  
**(2014 Adm. Onwards)**

Time : 3 Hours

Max. Marks : 80

**SECTION – A**

Answer **all** questions in **one** or **two** sentences. **Each** question carries **1** mark.

1. What do you mean by a turn key system ?
2. What are axis labels ?
3. What is the shortcut key used for pasting ?
4. What are plug-in pallets ?
5. What do you mean by cropping ?
6. Name two proprietary softwares.
7. What is a master slide ?
8. What is a ruler ?
9. What do you mean by control pallet ?
10. What is normal view ?

**(10×1=10 Marks)**

**SECTION – B**

Short answer questions. Answer **any eight** questions. **Each** question carries **2** marks.

11. What do you mean by Three-tier client/server ?
12. What do you mean by page break ?
13. What is Office Diagnostics ?
14. Describe the process of applying slide layout.



15. What is PDF ?
16. What are the steps involved in moving text ?
17. What is slide master ?
18. Give an account of any two free softwares.
19. Describe Rehearse timing.
20. What are the steps involved in creating a mail merge document ?
21. Describe the steps in inserting header/footer to odd/even pages.
22. What are the features of Linux operating system ? **(8×2=16 Marks)**

SECTION – C

Short essay questions. Answer **any six** questions. **Each** question carries **4** marks.

23. Describe Hyperlinks. What are the steps involved in inserting hyperlinks ?
24. Describe the features of word processing documents.
25. Explain the various types of Linux distributions.
26. Explain the steps involved in inserting an image into a page maker document.
27. Explain the various benefits using power point themes.
28. What are the different categories of free software ?
29. Describe quick styles.
30. Explain drag and drop.
31. Explain the advantages of word processing. **(6×4=24 Marks)**

SECTION – D

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

32. Discuss the steps for publication using PageMaker.
  33. Give an account of formatting of charts and tables using Power point.
  34. Explain the various tabs on the menu bar in a Power point presentation.
  35. What are the steps in installing and working a Linux operating system ? **(2×15=30 Marks)**
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(Pages : 3)

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Reg. No. : ...138188301

Name : .....Asha Shabu...

Third Semester B.Com Degree Examination, October 2019

First Degree Programme under CBCSS

Elective course 1 : Stream 5-Computer Application CO 1361.5/CC 1345

COMPUTER APPLICATION FOR PUBLICATIONS

(2018 Admission)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in one two sentences each.

**Each** question carries **1** mark.

1. What is preamble in LaTeX?
2. What is free software?
3. What is format painter?
4. Name the tool used for finding synonyms and antonyms in word.
5. What is the shortcut key spelling and grammar check in Microsoft word?
6. What is formatting tool bar?
7. What is text alignment in ms word?

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8. What is Gap tool in Adobe Indesign?
9. What is slide master?
10. What is slide show?

(10 × 1 = 10 Marks)

### SECTION – B

Answer any **eight** questions in not exceeding one paragraph each.  
Each question carries **2** marks.

11. What is labeling in LaTeX?
12. Which LaTeX command is used to show the words in italics?
13. How comments are created in LaTeX?
- ~~14.~~ What is formatting tool bar?
15. What is meant by navigation in a document?
16. What is water mark in word document?
17. What is the short cut to move the insertion point to the beginning of the document?
- ~~18.~~ What is mail merge? *Ctrl+Shift+M  
Ctrl+Shift+D  
dot*
- ~~19.~~ How to delete pages from an in Design document?
- ~~20.~~ What is animation?
- ~~21.~~ How do you view your presentation in full screen mode?
- ~~22.~~ What is a digital certificate?

(8 × 2 = 16 Marks)

## SECTION – C

Answer any **six** questions in about 120 words each.

**Each** question carries **4** marks.

23. What are the sectioning commands available in LaTeX?
24. What are the Lists available in LaTeX?
25. Explain how to create a new document in MS word?
26. Explain the uses of Find and Replace command in word.
27. What are the different types of text alignment features in MS word.
28. How to create tables in word?
29. What are the advantages of in Design?
30. How to add new pages to an in Design document?
31. What are the uses of slide sorter view in PowerPoint?

**(6 × 4 = 24 Marks)**

## SECTION – D

Answer any **2** questions in not exceeding 4 pages each.

**Each** question carries **15** marks.

32. Explain how to insert image in a LaTeX document using and example.
33. Explain the procedure of inserting and managing tables in a word document.
34. Discuss the procedure of creating and saving documents in Adobe in Design.
35. Explain the process of animation and transition in a PowerPoint presentation.

**(2 × 15 = 30 Marks)**

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**First Degree Programme Under CBCSS**

**CO 1361.5/CC 1341**

**COMPUTER APPLICATION FOR PUBLICATIONS**

**(Common for Commerce/Commerce with Computer Application)**

**(2014 – 2017 Admission)**

Time : 3 Hours

Max. Marks : 80

**PART – A**

Answer **all** questions in one or two sentences each. Each question carries **1** mark.

1. What is a word processor?
2. What is MS Word?
3. What is mail merge?
4. What is PageMaker?
5. What are Master Pages?
6. What is Quick Access Toolbar?
7. What is the use of styles in MS Word?
8. What is a Template?
9. What is Style palette?
10. What is the use of pointer tool in PageMaker?

**(10 × 1 = 10 Marks)**

P.T.O.

## PART – B

Answer **any eight** questions in not exceeding one paragraph each. Each question carries **2** marks.

11. What is the difference between free software and open source software?
12. Name any two popular word processing packages.
13. Furnish the steps to create a new document in MS Word.
14. Write a short note on Bullets and Numbering.
15. Write a short note on Find and Replace commands.
16. Describe the Save options in MS Word.
17. Write a shot note on MS PowerPoint.
18. Give a brief account of Slide Sorter View.
19. Enumerate the steps involved in opening PageMaker.
20. What is Plasterboard?
21. How can we add or delete pages in PageMaker?
22. How can we add pages to a publication?

**(8 × 2 = 16 Marks)**

## PART – C

Answer **any six** questions in not exceeding 120 words. Each question carries **4** marks.

23. Briefly explain the procedure to start a document from a template in MS Word.
24. What are the uses of Word Processing packages?
25. What is ribbon? What are the tabs it contains?
26. How can we insert a Table in MS Word?

27. Enumerate the steps involved in inserting footnotes in a Word document.
28. What is a presentation template? Enumerate the steps involved to apply a template to a new presentation.
29. Enumerate the four different views in PowerPoint.
30. Briefly explain the functions of Slide Show View in MS PowerPoint.
31. How can we insert sounds from a file in PowerPoint?

**(6 × 4 = 24 Marks)**

#### PART – D

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

32. Discuss in detail the benefits of using Free Software.
33. Discuss the main features of word processing applications.
34. What is mail merge? Explain the process of mail merge in MS Word.
35. What do you mean by Kerning? Discuss its different types.

**(2 × 15 = 30 Marks)**





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**Third Semester B.Com. Degree Examination, January 2019**  
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**COMPUTER APPLICATION FOR PUBLICATIONS**  
**(Common for Commerce/ Commerce with Computer Application)**  
**(2014 Admn. Onwards)**

Time : 3 Hours

Max. Marks : 80

**SECTION – A**

Answer **all** questions in **one** or **two** sentences **each**. Each question carries **one** mark.

1. What is word processing ?
2. What is Calc ?
3. What is Cursor ?
4. What is a clip board ?
5. What is dialog box launcher ?
6. What do you mean by 'rulers' in MS Word ?
7. What is a presentation template ?
8. What is 'Plug-ins' ?
9. What is zero position ?
10. What is control palette ?

**(10×1=10 Marks)**

**P.T.O.**



## SECTION – B

Answer **any eight** questions in **not** exceeding **one** paragraph **each**. **Each** question carries **2** marks.

11. What is free software ?
12. Give two examples of word processors.
13. What is a PageMaker master page ?
14. Give a brief account of format menu in MS Word.
15. Explain how to create a new document in MS Word.
16. What are the advantages of using tables in MS Word ?
17. Give a brief account of Slide Show view.
18. What is the use of PageMaker ?
19. What is a template in the context of word processing software ?
20. How can we insert a video in PowerPoint slide presentation ?
21. How can we remove pages from a publication ?
22. What do you mean by PageMaker Tools window ?

(8×2=16 Marks)

## SECTION – C

Answer **any six** questions in **not** exceeding **120** words. **Each** question carries **4** marks.

23. What are the limitations of free software ?
24. Enumerate the main features of word processing.
25. Explain how we can add a custom page number in MS Word.
26. Describe the procedure involved in copying text in MS Word.



27. Explain the functions of the following in MS PowerPoint.
- a) Auto Content Wizard
  - b) Template
  - c) Blank Presentation.
28. What is kerning ? What are its different types ?
29. Explain the procedure to start a document from a template in MS Word.
30. How can we add animation to slides in PowerPoint ?
31. Enumerate the four different views in PowerPoint. **(6×4=24 Marks)**

SECTION – D

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

32. Describe the techniques of selecting text in a document in MS Word.
33. Discuss the procedure involved in naming and saving a publication.
34. Discuss in detail the different components of the PowerPoint screen.
35. What do you understand by a presentation template ? Discuss the steps involved to apply a template to a new presentation. **(2×15=30 Marks)**
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