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Name.....

Reg. No.....

FIRST SEMESTER B.VOC. DEGREE EXAMINATION, APRIL 2020

(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 mark each.

1. _____ option from clipboard is used to move data from one place to another in a document.
 - a) Copy & Paste.
 - b) Cut & Paste.
 - c) Bold.
 - d) Justify.
2. 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.
3. Shortcut for document views toolbar is situated in _____ bar.
 - a) Task bar.
 - b) Status bar.
 - c) Tool bar.
 - d) Title bar.
4. A character that is raised and smaller above the baseline is known as _____.
 - a) Outlined.
 - b) Raised.
 - c) Superscript.
 - d) Subscript.
5. Borders can be applied to _____.
 - a) Cells.
 - b) Paragraph.
 - c) Text.
 - d) All of above.
6. Thesaurus tool in MS Word is used for _____.
 - a) Spelling suggestions.
 - b) Grammar Options.
 - c) Synonyms and Antonyms words.
 - d) All of above.

Turn over

Section C (Short Essay Questions)

C 82266

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. Give a brief account of the functions used in Excel.
26. What is Pivot Table ? What is its use ?
27. State the techniques of selecting text.
28. What is a format painter ? How it is used ?
29. How will you place text in a column format ?
30. What is an IP address and what are its characteristics.
31. What are PowerPoint templates ?

(6 × 4 = 24 marks)

Section D (Essay Questions)

Answer any two questions.

15 marks each.

32. What are the techniques available in Word to apply different styles to the text of a document ?
33. How will you create a scenario ? What are scenario report ? For what purpose it is used in business area.
34. Explain the process of mail merge in MS-Word.
35. Discuss the important database functions used in Excel.

(2 × 15 = 30 marks)