Reg. No. : ....

Name : ....

Third Semester B.Com. Degree Examination, January 2023

First Degree Programme Under CBCSS

Elective Course /Core Course

CO 1361.5/CC 1345 : COMPUTER APPLICATION FOR PUBLICATIONS

(2019 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

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

1. What is OSS?

2. What is Latex?

3. What is format painter?

4. Name the tool used for finding synonyms and antonyms in Word.

5. How do you center text in a document In MS Word?

6. What will Ctrl+P key combination do?

7. How page number is inserted in a word document?

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. Is free software free of cost?

12. What is labelling in Latex?

13. Which command is used to make a title in Latex?

14. How comments are created in Latex?

15. What are lists used in Latex?

16. What is meant by navigation in a document?

17. What is mail merge?

18. What is the shortcut to move the insertion point to the beginning of the document?

19. What is drop cap?

20. How to delete pages from an InDesign document?

21. What is Adobe InDesign?

22. How do you view your presentation in full screen mode?

23. How you can insert online video in PowerPoint?

24. How can we recover deleted files in Latex using history view?

25. How is InDesign Used?

26. Who makes InDesign?

(8 × 2 = 16 Marks)

SECTION – C

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

27. What are the disadvantages of open-source software?

28. What are the sectioning commands available in LaTex?

29. What is Labelling in Latex?

30. Explain how to create a new document in MS Word?

31. Explain how to open an existing document in MS Word.

32. What are the different types of text alignment features in MS Word?

33. How to insert page number in word document?

34. What are the advantages of InDesign?

35. How to change the page panel view in InDesign?

36. What are the uses of slide sorter view in PowerPoint?

37. How to remove digital signatures from Word?

38. How to create a new presentation from a template

(6 × 4 = 24 Marks)

SECTION – D

Answer any **two** questions in not exceeding **4** pages each. Each question carries **15** marks.

39. Explain how to insert image in a latex document using an example?

40. What are the formatting styles available in MS Word?

41. Discuss the procedure of creating and saving documents in Adobe InDesign.

42. Explain how the following actions can be done in MS PowerPoint.

43. Discuss the salient features and benefits of a Latex document.

44. Explain the creation of a new document using InDesign.

(2 × 15 = 30 Marks)

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