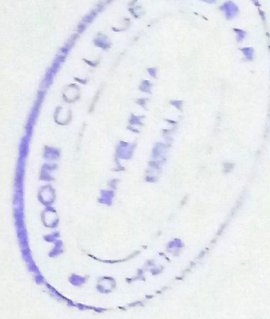


Reg. No. : .....

Name : .....



**Third Semester B.Com. Degree Examination, March 2022**

**First Degree Programme under CBCSS**

**Elective Course/Core Course**

**CO 1361.5/CC 1345 : COMPUTER APPLICATION FOR PUBLICATIONS**

**(2018 Admission)**

Time : 3 Hours

Max. Marks : 80

**SECTION – A**

Answer all questions in one word or to a maximum of two sentences each. Each question carries 1 mark.

1. What is freeware software?
2. Name the three basic document styles in LaTeX.
3. Write a short note on page numbering in LaTeX.
4. What is word processing?
5. What is MS Word?
6. What is the extension of an MS Word file?
7. What is Quick Access Toolbar?
8. What do you mean by a digital signature?

9. What is a presentation template?
10. What is the use of Slide Show View?

(10 × 1 = 10 Marks)

### SECTION – 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. Give any two examples of freeware software.
13. How can we specify the size of image in LaTeX?
14. Briefly explain how to enlarge photo in LaTeX.
15. Name any two popular word processing packages.
16. Explain how to create a new document in MS Word.
17. Give a brief account of Format Menu in MS Word.
18. List out the steps to create a new document in Adobe InDesign.
19. Write a short note on working with text and graphics in Adobe InDesign.
20. What is the procedure to edit an image from InDesign?
21. Explain how we can save a presentation in PowerPoint.
22. Name the different sound formats that work with PowerPoint.

(8 × 2 = 16 Marks)

### SECTION – C

Answer any **six** questions in about 120 words each. Each question carries **4** marks.

23. Explain the benefits of using Free Software.
24. Explain the following file extensions in LaTeX.

(a) .pdf (b) .log (c) .toc (d) .lof

25. Describe the procedure involved in copying text in MS Word.
26. Enumerate the steps involved in inserting footnotes in a Word document.
27. Explain how a new row is added in a Table in MS Word.
28. What are the different options available to save documents in Adobe InDesign?
29. What are the steps involved in adding text to the document in Adobe InDesign?
30. Briefly explain the different print settings available in PowerPoint presentation.
31. Briefly explain the method of creating a hyperlink in PowerPoint presentations.

**(6 × 4 = 24 Marks)**

**SECTION – D**

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

32. Discuss the main features of word processing applications.
33. Explain the basic LaTeX commands.
34. Discuss the techniques available in MS Word to apply different styles to the text of a document.
35. Discuss the different components of the PowerPoint screen in detail.

**(2 × 15 = 30 Marks)**