



Reg. No. :

Name :

Third Semester B.Com. Degree Examination, March 2022

First Degree Programme under CBCSS

Elective/Core

CO 1361.5/CC 1345 : COMPUTER APPLICATION FOR PUBLICATIONS

(2019 & 2020 Admission)

Time : 3 Hours

Max. Marks : 8

SECTION - A

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

1. What is free software?
2. What is preamble in LaTeX?
3. What is a Quick Assess toolbar?
4. How do you format text, 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?
8. What are header and footer in MS word?
9. What is mail merge?
10. What is MS PowerPoint?

(10 × 1 = 10 Mark

SECTION – B

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

11. What is Open-source software?
12. What do you mean by copyleft?
13. Which LaTeX command is used to show the words in italics?
14. Which command is used in LaTeX to change the page numbering?
15. What is formatting tool bar?
16. What is water mark in word document?
17. How to check spelling and grammar mistake in a word document?
18. What are the different types of text alignment features in MS Word?
19. What is document template?
20. What is animation?
21. What is title slide?
22. What is a digital certificate?
23. What is a PowerPoint theme?
24. What is slide sorter view?
25. Which code is used to start a table in Latex?
26. Write about text justification in Latex.

(8 × 2 = 16 Marks)

SECTION – C

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

27. Explain the four essential freedoms of free software.
28. How can create a title in LaTeX?
29. What are the Lists available in LaTeX?
30. What are the advantages of free software?

31. Explain the uses of Find and Replace command in word.
32. In MS Word, what are the methods available to cut, copy and paste text?
33. How to create tables in word?
34. What is the use of Adobe InDesign?
35. How to add new pages to an InDesign document?
36. How can you add a new slide in a presentation?
37. How to select a block of text in MS word?
38. How to add digital signatures in a Word document?

(6 × 4 = 24 Marks)

SECTION – D

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

39. What is free software? What are the essential freedoms provided by free software?
40. Explain the procedure of inserting and managing tables in a word document.
41. What is mail merge in word? Explain the steps involved a mail merge.
42. Explain the process of animation and transition in a PowerPoint presentation.
43. Explain the procedure of creating a document in Latex.
44. What is InDesign? Discuss its features.

(2 × 15 = 30 Marks)
