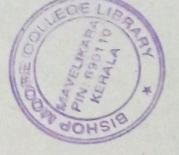
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Third Semester B.Com. Degree Examination, March 2022
First Degree Programme under CBCSS

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?
- 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?

 $(10 \times 1 = 10 \text{ Mark})$

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.

 $(8 \times 2 = 16 \text{ Marks})$

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?

 $(6 \times 4 = 24 \text{ Marks})$

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.

 $(2 \times 15 = 30 \text{ Marks})$