2023

INFORMATION TECHNOLOGY

Paper: INT0100304

(Office Automation and Desktop Publishing)

Full Marks: 60

Pass Marks:

Time: Two and a half hours

The figures in the margin indicate full marks for the questions.

1. Choose the correct options of the following: 1 x 8= 8

   a) What is the default extension of MS excel file -

   i) XIs   ii) ppt   iii) Doc   iv) exe

   b) What is the function of Ctr! + B in Ms-Word

   i) it converts selected text into the next larger size of the same font

   ii) it makes the selected text bold.

   iii) applies italic formatting to the selected text.

   iv) adds a line break to the document.

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c) In MS-Word shortcut SHIFT+DELETE is used to
   i) delete the selected item permanently without placing the item in the recycle bin
   ii) copy the selected item
   iii) rename the selected item
   iv) create a shortcut to the selected item

d) A file in Ms Excel is Called----------
   i) work sheet ii) work book iii) work field iv) work file

e) Formulas in Excel start with
   i) % ii) + iii)= iv) -

f) What is the default file name of an excel file?

g) Which shortcut key is used to spell check in MS-Word?
   i) Fl ii) F2 iii) F7 iv) F9

h) What is the keyboard shortcut for creating a chart from the selected cell range?
   i) F2 ii) F4 iii) F8 iv) F11

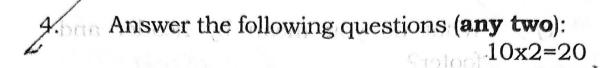2. Answer **any six** from the following questions: 2x6=12

a) What is page break?
b) What do you mean by toolbar?

c) What do you mean by header and footer?
d) How does the color of text change manually?
e) What do you mean by drop cap?
f) How can we change font type and size in a document?
g) What is paragraph formatting?
h) Explain the various components of CPU.
i) What is open source operating system? Explain.
j) Differentiate PROM and EPROM.

3. Answer **any four** of the following: 5x4=20

a) What is PageMaker? Explain its uses.
b) What is desktop publishing?
c) What is the use of Master Page?
d) What is Internet?
e) Define WWW?
f) What is ARPANET?
g) With a neat block diagram, explain the working principle of a computer.
h) What do you mean by office automation?

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4. Answer the following questions (**any two**):

$10 \times 2 = 20$

a) Define Briefly the History of WWW.
b) What are the basic Internet topologies?
c) Explain the impact of Internet in the society.
d) Explain some applications of Internet.
e) What is transmission media? Explain different forms of transmission media?

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