

INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain how Digital computers are classified?
2. Explain Memory unit of a computer.
3. Explain an Icon.
4. What are the File Manager features of Windows 95?
5. How will you import a file into a Word document?
6. How will you create a Bookmark into a document?
7. How will you Copy a Worksheet into another Worksheet?
8. How will you create a Presentation using Auto content Wizard?
9. Write short notes on Fonts used for DTP.
10. Explain Vector graphics.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain the functional block diagram of a Computer.
12. Explain any ten DOS commands.
13. Explain :
 - (a) Multitasking
 - (b) Functions of Program Manager.
14. Explain various Menus available in MS-Word.
15. Explain Mail Merge feature.
16. Write down the steps to add Bullets and Numbers to the text in a Presentation.
17. Explain Point generation design principles.

COREL DRAW

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain Corel Draw application window.
2. Explain the steps to save a drawing to a Scrapbook.
3. How will you control the page size?
4. What is the use of Object Manager docker?
5. Explain how you will select multiple objects.
6. Explain the steps in Precise Rotation.
7. How will you draw rectangle using rectangle tool?
8. Write short notes on Spiral tool
9. Discuss Real life shaping strategy.
10. Write short notes on Unlocking tools.

Answer Any FOUR Questions.

11. What is a Clipboard? Explain various Clipboard Commands with example.
 12. Explain about setting up Controlling Document Page.
 13. Explain the use of Options dialog box in Rulers Page.
 14. Explain various view modes in View menu.
 15. Explain the seven commands to order and reorder objects in a document.
 16. Explain how will you create four different types of polygon and explain its properties.
 17. Explain in detail about Artistic Media tools.
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ADOBE PAGE MAKER

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What are the features of Page Maker?
2. How will you open and close a Page Maker file?
3. How will you create a template in Page Maker?
4. Write the steps to create a rectangle.
5. Discuss how will you import text in Page Maker to page maker.
6. Write the steps to apply color to the text.
7. How will you insert a picture into a document?
8. How will you insert a header and footer to a document?
9. Discuss page maker scripts.
10. Explain how will you create indexes in page maker?

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain the data merge capabilities in Page Maker.
 12. Discuss various file formats in Page Maker.
 13. Explain various ways of formatting a text in Page Maker.
 14. Explain the basic operations in a document.
 15. Explain how will you create and attach a graphics to frames?
 16. Discuss various breaks available in Page Maker.
 17. Write the steps to create and format the table.
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ADOBE PHOTOSHOP

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain Zoom tools available in Photo Shop.
2. How will you change the page layout resolution?
3. Explain RGB color mode.
4. Write short notes on Brush Modes.
5. How will you Refresh a photograph?
6. Explain how Mask can be generated automatically.
7. Explain the working of a Filter.
8. Explain Image anti-aliasing.
9. How will you Disable an effect?
10. Explain how will you save effects on Style.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain various Toolbox controls available in Photo Shop.
12. Explain various File formats available in Photo Shop.
13. Explain any TEN Paint tool modes.
14. Describe Gradient fills in detail.
15. Explain different ways for Cloning a Selection.
16. Explain various types of filters available in Photo Shop.
17. Explain the steps in creating New Shapes.