

INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What are the characteristics of computers?
2. Explain the following Input devices.
 - (a) Magnetic Ink Character Recognition (MICR)
 - (b) Digitizing Tablet.
3. Write notes on Icons and Menus.
4. Mention the salient features of Windows 95.
5. How to position and view text in MS-Word?
6. List out the steps to create a Table.
7. What do you mean by Workbook?
8. Mention the various steps for moving (or) copying characters.

9. How fonts are used?

10. What is a grid?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain in detail about Graphics for DTP and how to present text in DTP.
12. Give a detailed description about introduction to Power Point and discuss how navigation can be carried out in Power Point?
13. Describe in a detailed manner about inserting Page breaks, Page number, Bookmass, Symbols and Dates.
14. Write detailed notes on Introduction to MS-Word. Give examples.
15. Explain the following in detail :
 - (a) Multitasking
 - (b) Maximizing and Minimizing Windows.
16. Discuss in detail about introduction to memory units.
17. Explain in detail about problem solving using computers.

CORELDRAW

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Write notes on clipboard commands.
2. How to import and export files?
3. What are the various page commands available in Corel draw?
4. What do you mean by dynamic guides?
5. Define zooming and panning.
6. List out the steps involved in applying transformation.
7. Compare and contrast ellipse tools and spiral tools.
8. Write notes on Artistic media tool.
9. Define virtual segment.
10. How to shape objects in Corel draw?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Discuss in detail about introduction to Corel draw.
 12. Write notes on page and document control.
 13. Give a detailed description about Graphics shape process.
 14. How to work with object tools?
 15. Explain about zooming and viewing with examples.
 16. Write detailed notes on page control management.
 17. Illustrate the concept of zooming and viewing with examples.
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ADOBE PAGEMAKER

Answer any FOUR questions.

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain in brief about the PageMaker Tool bar.
2. Write notes on scripts in pagemaker.
3. Define the term EPS.
4. How to place and attach graphics to frames.
5. Explain about colour palettes.
6. What do you mean by the term spot color?
7. Mention the steps involved in preparing data source.
8. How do add page number and Graphics?
9. Explain about pagemaker publication.
10. How to perform data merge?

11. Discuss in a detailed manner about scripts in Page maker.
12. Explain with suitable illustrations about layout adjustment preferences.
13. How to create and edit scripts?
14. Give a detailed description about replacement of Graphics place holder.
15. Describe about numbering features with examples.
16. Write notes on Introduction to pagemaker.
17. Explain about layout presentation.