

INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. What is meant by a flowchart? Give an example.
2. Write a note on : Operating System.
3. What is GUI?
4. Write a note on : The Program Manager.
5. What is an office assistant?
6. How will you create a new document using Ms-Word?
7. Write a note on : Spreadsheet.
8. How will you create a new slide in Ms-Power Point?
9. What is DTP? Why use DTP?
10. Write a note on : Clip Art.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain the functions and components of a computer.
12. Describe the working of any FOUR input devices of a computer.
13. Discuss the salient features of windows NT.
14. Explain about charts and graphs in Ms-Word.
15. Describe the working of spelling and grammar check facility in Ms-Word.
16. Explain the different functions in Ms-Excel with examples.
17. Explain about fonts for DTP.

*DIP in
Digital Printing*

COREL DRAW

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. How will you save a Document in Corel DRAW?
2. Write a note on : Opening Templates.
3. What are the properties of a Document Page?
4. Write the steps to set guidelines using the main menu.
5. Write a note on : Normal and Enhanced Views.
6. What is the purpose of Hand Tool?
7. Write a note on : Shape Recognition Tool.
8. How to use Graph Paper Tool?
9. Write a note on : Shaping Command.
10. Write about the Smudge Tool.

PART B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain about Clipboard commands in Corel DRAW.
 12. Explain how to use Rulers in Corel DRAW.
 13. Describe in detail, creating Guidelines and setting Guideline Colors.
 14. Explain about Exploring the view manager commands.
 15. Describe in detail, Polygon and Perfect Shape Tools.
 16. Explain the Grouping and Ungrouping commands.
 17. Explain about Virtual Segment Delete Tool.
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ADOBE PAGEMAKER

Time : Three hours

Maximum : 100 marks

PART A — (10 × 4 = 40 marks)

Answer ALL questions.

1. List down the important features of Page Maker.
2. What are the Buttons on the Toolbar of Page Maker? Discuss briefly.
3. Write a note on : The Template Palette.
4. What is the use of Control Palette?
5. Define the terms : Spot color and process color.
6. Write the steps to create a graphics to frames.
7. Write a note on : Layout Adjustment Preferences.
8. How to add Dynamic Headers and Footers to Master pages?
9. Write a note on : The Scripts Palette.
10. Write the steps in creating and formatting table of contents.

Answer any FOUR questions.

11. Explain about viewing the page maker page and pasteboard.
 12. Discuss about Creating Document using setup Dialog Box.
 13. Explain the creating and using a Layout Grid.
 14. Write short notes on :
 - (a) Creating and Modifying line.
 - (b) Creating and Modifying Rectangles.
 15. Write the steps in importing text with an example.
 16. Explain the Data Merge Process in Page Maker.
 17. Write the steps in Creating and Editing scripts in Page Maker.
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