

INTRODUCTION TO COMPUTERS

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain about central processing unit and control unit of a computer.
2. How Y will you store large amount of data in computer?
3. What do you meant by workspace?
4. List out the two types of multiprocessing.
5. Mention the purpose of outline view and master document view.
6. How to find special characters?
7. Write short notes on naming cell ranges.
8. How to save a presentation?
9. What is a page layout?
10. List out the equipment for handling paper clipart.

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Write detailed notes on the following
 - (a) Page Layout
 - (b) Forms Generation.
12. What are the elements that require differentiation?
13. Explain in a detailed manner about navigating in power point.
14. Discuss in detailed about working with Tools in MS-Word.
15. How to create, save, import, Export and insert files in MS-Word? Explain with examples.
16. Describe about the program manager and the File manager.
17. Give a detailed description about output devices

COREL DRAW

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain about perfect shape tool.
2. Write notes on page Layout feature of Coreldraw.
3. List out the various zoom command.
4. How to use scrapbook?
5. Design an advertising page of your own.
6. Mention the purpose of standard tool buttons.
7. What are the various view modes in coreldraw?
8. List out the various workspace tools.
9. How to use import and Export statements?
10. How to use scrapbook options?

Answer any FOUR questions.

11. Discuss in details about Guide lines option of coreldraw with relevant examples.
 12. Describe about object selection techniques in detail.
 13. Explain the following tool
 - (a) Knife tool
 - (b) Spiral tool
 - (c) Artistic media tool.
 14. Give a detailed description about standard tool buttons available in coreldraw.
 15. Mention the procedure of using the basic shapes? Explain with example.
 16. Explain in detail about zooming and viewing with examples.
 17. Describe about Locking and unlocking objects in details.
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ADOBE PAGEMAKER

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain in detail about pagemaker toolbar.
2. Write notes on templates.
3. What is the purpose of setup dialog box?
4. How to modify rectangles?
5. Define frame.
6. List out the steps in text flow management.
7. What do you meant by layout adjustment?
8. Mention the use of data source.
9. What is script palette?
10. How will you format table of contents?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. How to merge documents in pagemaker?
12. Explain the process of creating indexes in pagemaker.
13. Discuss about pagemaker graphics in detail.
14. Write notes on managing documents and text.
15. Give detailed description about scripts in page maker.
16. Describe about creating documents with templates.
17. Discuss in detail about text manipulation.

