

INTRODUCTION TO COMPUTERS

(For those who joined in July 1999 and after)

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Explain about flowchart.
2. Distinguish RAM and ROM.
3. What is multitasking?
4. Discuss briefly about Icons.
5. Write short notes on replacing text in MS-Word.
6. How will you change the font style?
7. Explain about adding data values in Excel.
8. Write notes on referring cells in spreadsheet.
9. Define copy fitting.
10. What is DTP?

SECTION B — (4 × 15 = 60 marks)

Answer any FOUR questions.

11. Explain in detail about functional components of a computer with a diagram.
 12. List out the use and functions of output devices.
 13. Discuss about file manager and program manager.
 14. Discuss briefly about the fonts used in DTP.
 15. Describe about operating systems.
 16. Write notes on functions in Excel.
 17. What do you mean by document binding? Explain in detail.
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COREL DRAW

Answer any FOUR questions.

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Write notes on graph paper tools.
2. Define Zooming.
3. What are the various view modes?
4. How to use view navigator?
5. List out the steps involved in naming pages.
6. Explain about polygon tool.
7. What do you mean by artistic media tools?
8. Write notes on eraser tool shape.
9. How to clone objects?
10. What are the various editing symbols in COREL DRAW?

11. Write notes on the following :
 - (a) Corel Draw application window (4)
 - (b) Corel Draw workspace tools. (4)
 - (c) Working with templates (3)
 - (d) Closing and saving documents. (4)
12. Explain in detail about object manager and page size and orientation with examples.
13. Explain about ellipse tool and property bar.
14. Give a detailed description about working with objects.
15. How to lock and unlock objects?
16. Write notes on real-life shaping strategies.
17. Discuss about working with object tools in detail.

ADOBE PAGEMAKER

Time : Three hours

Maximum : 100 marks

SECTION A — (10 × 4 = 40 marks)

Answer ALL questions.

1. Briefly explain about the parameters used in creating a document.
2. Mention the use of tools in the toolbox palette.
3. List out the various methods of text formatting.
4. How the page of a pagemaker document are designed using grid manager?
5. Write notes on control palette.
6. What do you mean by hyphenation?
7. How to generate a topic list?
8. Discuss about page maker scripts.
9. How to prepare the target publication?
10. Write notes on setting defaults and preferences.

Answer any FOUR questions.

11. Write notes on the following.
 - (a) Creating and modifying line
 - (b) Ellipse
 - (c) Applying a fill using the colors palette.
12. How to create and use a layout grid? Illustrate with examples.
13. Discuss with suitable procedure about the creation of documents with templates.
14. Explain in detail about the pagemaker tool bar.
15. Give a detailed description about basics of master page.
16. Write notes on the following :
 - (a) Managing text flow.
 - (b) Controlling flow manually.
17. Explain in detail about Editing Tips and Techniques.

