

END OF SEMESTER EXAMINATIONS, APRIL / MAY -2018

OFFICE AUTOMATION TOOLS

SUBJECT CODE: 12UACA01/16UACS51/16UAIIT05

MAJOR: BCA / B.Com.CA / B.Sc. IT
TIME : 3 HOURSSEMESTER: 1
MAX.MARKS: 75**SECTION - A (5 X 2 = 10)****Answer ALL Questions:**

1. How do you get Help in Linux?
2. List down the Painting tools in GIMP?
3. Compare Header and Footer in a document.
4. Define Template.
5. What are the ways to enter data in a cell of Calc?

SECTION - B (5 X 4 = 20)**Answer ALL Questions:**

6. a) How to use Wildcards with Is command and give file permissions in Linux.
(OR)
b) How to Move, Back up and Restore files in the directories?
7. a) Summarize the operations that can be performed on the selection in GIMP.
(OR)
b) Explain how to transform images in GIMP.
8. a) Explain how to move and delete a text.
(OR)
b) Illustrate find and replace feature of OpenOffice.org writer with an example.
9. a) Explain slide transition in Impress.
(OR)
b) Illustrate formatting operations on the text in Impress.
10. a) How do you apply a function automatically to other cells in Calc?
(OR)
b) Explain the way to apply Font Effect in Calc.

SECTION - C (3 X 15 = 45)**Answer any THREE Questions:**

11. Give an account on the K Desktop Environment.
12. Discuss on the way of working with a Layer in GIMP?
13. Explain formatting of text in a document.
14. Create a presentation for your family using Impress.
15. Explain any three Text functions in Calc with suitable examples
