Reg. No.: ....

Name: ....

University of Kerala

Second Semester FYUGP Degree Examination, April 2025

Multi-Disciplinary course

COMPUTER APPLICATION

UK2MDCCAP100/ UK2MDCCSC101 - Office Automation

Academic Level: 100-199

U9283

Time: 1 Hour   **Max. Marks: 28**

Part A ,4 Marks ,Time 5 Minutes (Cognititve Level :Remember(RE)/Understand(UN))Objective Type 1 mark each, Answer all questions

Qn No.	Question	CL	CO
1	State the function of the "Print Preview" option in OpenOffice Writer.	RE	2
2	Name the type of software that allows users to modify its source code and distribute it freely.	RE	1
3	Give an idea about the term WordArt	UN	4
4	Identify the use of move and paste in libre office calc.	UN	3

Part B ,8 Marks ,Time 15 Minutes (Cognitive Level :Understand(UN)/Apply(AP))Short Answer 2 marks each, Answer all questions

Qn No.	Question	CL	CO
5	Explain Transition effect in impress	UN	4
6	Observe how the AutoCorrect feature help in document editing?	UN	1
7	Demonstrate how to insert charts in Calc	AP	3
8	Illustrate the purpose of the Mail Merge feature in OpenOffice Writer.	AP	2

Part C ,16 Marks ,Time 40 Minutes (Cognitive Level :Apply(AP)/Analyse(AN)/Evaluate(EV)/)Long Answer 4 marks each, Answer all questions choosing among options* within each question

Qn No.	Question	CL	CO
9	A) Prepare steps to create slides for college arts day celebration(minimum 4 slides). OR B) Write the steps to send an invitation letter of your Arts Day Celebration using Mail Merge	AP	4, 2
10	A) Discuss different types of charts in Open Office Calc. OR B) Differentiate autocorrect and auto text.	AN	3, 1
11	A) Explain how character, paragraph, and page formatting help in ensuring consistency in headings, paragraphs, and page layout. OR B) **Evaluate** the impact of document templates in reducing repetitive work for businesses.	EV	1, 2
12	A) Develop a table in a document to organize student records . OR B) **Create** a table in OpenOffice Writer to present a monthly expense report and explain how formatting enhances readability.	CR	2, 2