



Reg. No.: .....

Name: .....

## University of Kerala

First Semester FYUGP Degree Examination, December 2025

Discipline Specific Core Course

**COMPUTER APPLICATION**

**UK1DSCCAP103 - Open Office**

Academic Level: 100-199

**2024 Admission onwards**

**Time: 1 Hour 30 Minutes(90 Mins.)**

**Max. Marks: 42**

**Part A. 6 Marks.Time:6 Minutes.(Cognitive Level:Remember(RE)/Understand(UN)) Objective Type. 1 Mark Each.Answer all questions**

| Qn No. | Question   | CL | CO |
|--------|--|----|----|
| 1      | State the use of autocorrect option.                                   | RE | 1  |
| 2      | Define proprietary software.   | RE | 1  |
| 3      | Express the use of the feature Word Art in Impress.                    | UN | 4  |
| 4      | Discuss components of a chart  | UN | 2  |
| 5      | Identify the use of "ctrl+s".  | UN | 2  |
| 6      | Words added by the user are stored in the _____ in Open Office Writer. | UN | 1  |

**Part B.8 Marks.Time:24 Minutes.(Cognitive Level:Understand(UN)/Apply(AP))Short Answer. 2 marks each.Answer all questions**

| Qn No. | Question   | CL | CO |
|--------|--|----|----|
| 7      | Identify the use functions in calc                             | UN | 3  |
| 8      | Discuss the use of charts in presentations.                    | UN | 4  |
| 9      | Demonstrate how a new slide is created in Impress.             | AP | 4  |
| 10     | Demonstrate the steps to save a document in OpenOffice writer. | AP | 2  |

**Part C. 28 Marks.Time:60 Minutes (Cognitive Level:Apply(AP)/Analyse(AN)/Evaluate(EV)/Create(CR)) Long Answer.7 marks each.Answer all 4 Questions choosing among options \* within each question**

| Qn No. | Question | CL | CO   |
|--------|----------|----|------|
| 11     | A)       | AP | 1, 3 |

| Qn No. | Question  | CL | CO   |
|--------|---|----|------|
|        | <p>Illustrate the steps to insert and format images in OpenOffice writer.</p> <p>OR</p> <p>B)</p> <p>Demonstrate adding and removing worksheet and formatting cells in a spreadsheet.</p>   |    |      |
| 12     | <p>A)</p> <p>Distinguish between different types of formatting in OpenOffice Writer.</p> <p>OR</p> <p>B)</p> <p>Examine various steps to create personalized letters by using mail merge.</p>   | AN | 1, 2 |
| 13     | <p>A)</p> <p>Justify the role of multimedia elements in Impress presentations.</p> <p>OR</p> <p>B)</p> <p>Evaluate the effectiveness of office automation packages in improving productivity in modern offices. Discuss their benefits, drawbacks, and justify whether organizations should adopt open-source or proprietary tools.</p> | EV | 4, 1 |
| 14     | <p>A)</p> <p>Create a table in OpenOffice writer to present a monthly expense report.</p> <p>OR</p> <p>B)</p> <p>Generate the steps for setting up and running a slideshow in OpenOffice Impress.</p>   | CR | 2, 4 |