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| **University of Kerala** | | |
| Discipline: Computer Applications |  | Time: 1 Hour 30 Minutes (90 Mins.) |
| Course Code: UK1DSCCAP103 |  | Total Marks: 42 |
| Course Title: Open Office |  |  |
| Type of Course: DSC |  |  |
| Semester: 1 |  |  |
| Academic Level: 100-199 |  |  |
| Total Credit: 4, Theory: 3 Practical : 1 |  |  |

Part A.

6 Marks. Time: 6 Minutes

Objective Type. 1 Mark Each.

Answer All Questions

(Cognitive Level: Remember/Understand)

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| --- | --- | --- | --- |
| **Qn.**  **No.** | **Question** | **Cognitive**  **Level** | **Course**  **Outcome (CO)** |
| 1. | Write an example for a proprietary software | Remember | CO-1 |
| 2. | Name the function to find the largest among a set of values in Open office calc. | Remember | CO-4 |
| 3. | Give an example of a free presentation software. | Remember | CO-3 |
| 4. | How to preview a document in open office writer? | Understand | CO-3 |
| 5. | Name an animation software. | Remember | CO-4 |
| 6. | What is the importance of ‘replace’ in word processor? | Understand | CO-3 |

Part B.

8 Marks. Time: 24 Minutes

Short Answer. 2 Marks Each.

Answer All Questions

(Cognitive Level: Understand/Apply)

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| **Qn.**  **No.** | **Question** | **Cognitive**  **Level** | **Course**  **Outcome (CO)** |
| 7. | What is the use of autocorrect option in open office writer? | Understand | CO-1 |
| 8. | Compare pivot table and pivot chart. | Understand | CO-2 |
| 9. | Write down the steps to insert header and footer in a Word Processor document. | Understand | CO-3 |
| 10. | How to add sound effect in animation software? | Understand | CO-4 |

Part C.

28 Marks. Time: 60 Minutes

Long Answer. 7 marks each.

Answer all 4 Questions, choosing among options within each question.

(Cognitive Level: Apply/Analyse/Evaluate/Create)

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| **Qn.**  **No.** | **Question** | **Cognitive**  **Level** | **Course**  **Outcome (CO)** |
| 11. | 1. Prepare the steps to create a table in OpenOffice Writer. Explain the following formatting options in tables.   i)Formatting individual cells  ii) Insert rows and columns  iii)Merge cells  Or  b)Write down the steps for mail merge in OpenOffice Writer. | Understand | CO-2 |
| 12. | a)Identify the use of charts in OpenOffice Calc. Explain types of charts in detail?  Or  b)Differentiate absolute, relative, and mixed cell references in Spreadsheet | Understand | CO-3 |
| 13. | a)Explain the process of creating and customizing slides in Impress? Describe options available for backgrounds, layouts, and themes?  Or  b)How to set up animations and transition effects in presentation software? | Apply | CO-4 |
| 14. | a)What is Office Automation? Explain any four features of office automation.  Or  b)Write down the following document formatting techniques in Word processor.   * Character formatting * Bullets and numbering * Insert images | Understand | CO-3 |

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| **Cognitive Level** | **Marks** | **Percentage** |  | **Course Outcomes** | **Marks** | **Percentage** |
| Remember | 2 | 4.8 |  |  |  |  |
| Understand | 8 | 19.0 |  |  |  |  |
| Apply | 11 | 26.2 |  |  |  |  |
| Analyse | 7 | 16.7 |  |  |  |  |
| Evaluate | 7 | 16.7 |  |  |  |  |
| Create | 7 | 16.7 |  |  |  |  |
| **TOTAL** | **42** | **100** |  | **TOTAL** | **56** | **100** |