

**M.A. IN APPAREL PRODUCTION
MANAGEMENT (MAAPM)**

**Term-End Examination 00683
December, 2012**

MFM-006 : COMPUTER APPLICATION

Time : 3 hours

Maximum Marks : 100

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- Note :** (i) *All questions are **compulsory**.*
(ii) *Internal choice is mentioned.*
(iii) *Marks for each question are mentioned against it.*
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- 1. Multiple choice questions : 2x10=20**
Tick mark the most appropriate option from a list of four alternatives.
- (a) Find the odd one out in relation with MS-Word :
- (i) Table of contents
 - (ii) Word Art
 - (iii) Flipkart
 - (iv) Cell Spacing
- (b) MS-Word is a :
- (i) Gaming Software
 - (ii) Text Editor
 - (iii) Web Browser
 - (iv) Image Editing Software

- (c) Which of the following is not a view in MS-Powerpoint ?
- (i) Normal
 - (ii) Slide Sorter
 - (iii) Writing View
 - (iv) Reading View
- (d) The shortcut key for inserting a hyper link in MS-Powerpoint is :
- (i) ctrl + H
 - (ii) ctrl + K
 - (iii) ctrl + L
 - (iv) ctrl + M
- (e) Which of the following is not a selection tool in Photoshop ?
- (i) Lasso
 - (ii) Marquee Selection Tool
 - (iii) Magic Wand
 - (iv) Sharpen tool
- (f) The shortcut to inverse the selection in Photoshop is :
- (i) ctrl + D
 - (ii) ctrl + I
 - (iii) ctrl + shift + D
 - (iv) ctrl + shift + I
- (g) Which of the following is not one of the option in shaping command in Corel Draw ?
- (i) Weld
 - (ii) Trim
 - (iii) New
 - (iv) Intersect
- (h) To convert an object to curves in Corel Draw, the shortcut is :
- (i) ctrl + Q
 - (ii) ctrl + C
 - (iii) ctrl + U
 - (iv) ctrl + K

- (i) Which of the following is not valid command in relation with folders ?
- (i) Creating a folder
 - (ii) Moving a folder
 - (iii) Hiding a folder
 - (iv) Formatting a folder
- (j) The function/formula in MS-Excel that counts the integer values is :
- (i) Count
 - (ii) Total
 - (iii) Count A
 - (iv) Count all

2. Fill in the blanks : 1x5=5

- (a) _____ symbol is used in MS-Excel to distinguish a formula from the data in a cell.
- (b) In MS-Word _____ option cuts the page into two from the position of the cursor.
- (c) _____ option in MS-Word modifies the case of the text.
- (d) _____ is the shortcut to merge the visible layers in Photoshop.
- (e) To ungroup all objects in Corel Draw, the shortcut is _____.

3. Explain the following functions/formulae in relation with MS-Excel (*any 3*) : 3x3=9

- (a) Sum
- (b) Sqrt
- (c) Product
- (d) Average
- (e) Max

4. Write steps to set margins of 0.5" from all four sides of a page in MS-Word. 4
5. Explain significance of line spacing in MS-Word. Give example. 3
6. Write steps to add page border in MS-Word. 3
7. Write steps to add animation in MS-Powerpoint slide. Name any two animation effect. 6
8. Write steps to add a title slide in MS-Powerpoint. 3
9. Explain the significance of layers in Photoshop. Give example. 7
10. Write the purpose of clone stamp and pattern stamp tool in Adobe Photoshop. 6
11. Explain the following in relation with Photoshop (any 5) : 2x5=10
 - (a) Horizontal Type Mash Tool
 - (b) Pen tool
 - (c) Transform Selection
 - (d) Hue/Saturation
 - (e) Dodge Tool
 - (f) Paint Bucket Tool

12. Write steps to insert a new page in a document in Corel Draw. 3
13. Explain the following terms in relation to Corel Draw. (*any 5*) : 3x5=15
- (a) Shape tool
 - (b) Combine
 - (c) Rectangle
 - (d) Star
 - (e) Convert to Curve
 - (f) Color Eye dropper tool
 - (g) Pick Tool
14. Write steps to open "www.google.com" in internet explorer. 3
15. Write steps to create a folder on the desktop and rename it to "I A M". 3
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