

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

Term-End Examination

December, 2011

00755

MFM-006 : COMPUTER APPLICATION

Time : 3 hours

Maximum Marks : 100

Note : *General Instructions*

- (a) *The paper contains 22 questions*
- (b) *All the questions are compulsory.*
- (c) *The marks for each question are mentioned against it.*

1. Pick the most appropriate option in the following multiple choice questions. **2x10=20**
- (a) The shortcut key for merging layers in Photoshop is :
 - (i) Ctrl+E
 - (ii) Ctrl+L
 - (iii) Ctrl+N
 - (iv) Ctrl+S
 - (b) Find the odd one out of the following :
 - (i) Healing brush tool
 - (ii) Spot healing brush tool
 - (iii) Dodge tool
 - (iv) Patch tool
 - (c) In Corel Draw which one of the following is not related to artistic media tool ?
 - (i) Brush
 - (ii) Polyline
 - (iii) Calligraphic
 - (iv) Sprayer

- (d) The following short-cut key is used to Import objects to Corel Draw :
- (i) Ctrl+I
 - (ii) Ctrl+N
 - (iii) Ctrl+S
 - (iv) Ctrl+O
- (e) The tool in MS-Word that connects two or more files is called as :
- (i) Hyperlink
 - (ii) BookMark
 - (iii) Word Art
 - (iv) Smart Art
- (f) Which one of the following is not an MS-Word's Document view ?
- (i) Print Layout
 - (ii) Web layout
 - (iii) Outline
 - (iv) Thumbnail
- (g) The operation which is not related to files and folders is :
- (i) Delete
 - (ii) Remove
 - (iii) Rename
 - (iv) Copy
- (h) Which one of the following is a search engine :
- (i) Google
 - (ii) HTML
 - (iii) Web Index
 - (iv) Internet explorer.
- (i) Which of the following is odd one out in relation to MS-PowerPoint presentation views ?
- (i) Normal
 - (ii) Slide sorter
 - (iii) Notes page
 - (iv) Ruler
- (j) Which of the following extensions is not related to MS-PowerPoint.
- (i) .pptx
 - (ii) .ppt
 - (iii) .pps
 - (iv) .psd

2. Fill in the blanks : 1x5=5
- (a) The default document format from the format drop down list in the Save As dialog box in Photoshop is _____.
 - (b) The Short-cut key used to ungroup the objects in Corel Draw is _____ .
 - (c) The initial page of a MS-Word document is called as _____ .
 - (d) In MS-Excel, the visual representation of numerical data can be done using _____ .
 - (e) _____ key is used to play full screen slide show in MS-PowerPoint.
3. Write steps to automatically advance slides in a slide show in MS-PowerPoint presentation. 3
4. Write steps to change the layout of a slide in MS-PowerPoint. 2
5. Illustrate steps to link a slide to another using Actions in MS-PowerPoint. 4
6. Write steps to add animation effects to a shape object in a slide. Mention names of any two animation effects in MS-PowerPoint. 3
7. Write steps to add sound in all the slides in MS-PowerPoint. 3

8. Differentiate between ordered and unordered lists in MS-Word. 4
9. What is the significance of indentation while creating lists ? 3
10. Explain "Margins" in MS-Word. 2
11. How do you calculate no. of characters of the selected text in Ms-Word ? 3
12. Why do we have "Table of Contents" in MS-Word ? 3
13. Explain the following in relation with MS-Excel. $3 \times 3 = 9$
 - (a) Max ()
 - (b) Sum ()
 - (c) Count ()
14. Write any three areas of usage of Internet explorer. 3
15. Write steps to create a folder on desktop. Rename it to "APM". 3
16. Differentiate between vector and bitmap graphics. 3
17. Write steps to change the size of an Image in Adobe Photoshop. 3

18. Name any two color modes in Adobe Photoshop. 2
19. What is merging and flattening of layers in Adobe Photoshop. Give example. 5
20. Name any 2 painting tools in Photoshop. 2
21. What is Power clip in Corel Draw ? Write steps to put Tricolor band in the text "INDIA". 7
22. Explain the following tools in Corel Draw (*any 4*) 2x4=8
- (a) Shape tool
 - (b) Zoom tool
 - (c) Rectangle tool
 - (d) Pick tool
 - (e) Freehand tool
 - (f) Polygon tool.
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