M.A. IN APPAREL PRODUCTION MANAGEMENT (MAAPM)

Term-End Examination   00099

June, 2012

MFM-006 : COMPUTER APPLICATION

Time : 3 hours   *Maximum Marks : 100*

Note :   *General Instructions*

    (i)   *The paper contains 22 questions*

    (ii)   *All the questions are* **compulsory.**

    (iii)   *The marks for each question are mentioned against it.*

1.   Select the most appropriate option in the following multiple choice questions   **2x10=20**

    (a)   The process of leaving space from all the four sides of a page in MS - Word document is

       (i)   Page Orientation

       (ii)   Page Columns

       (iii)   Page Margins

       (iv)   Page Border

    (b)   Find the odd one out in relations to formatting of a paragraph in MS - Word

       (i)   Alignment

       (ii)   Highlighting text

       (iii)   Sorting

       (iv)   Changing font.

(c) Which of the following is not a type of view in MS- Power point ?

    (i)   Normal   (ii)   Ruler

    (iii) Slide sorter   (iv) Notes Page.

(d) Which one of the following objects is not part of MS - Power Point ?

    (i)   Word Art   (ii)   Clip Art

    (iii) Smart Art   (iv) Screen Art

(e) The shortcut key used to make the size of the brush larger in Adobe Photoshop is

    (i)   ]   (ii)   Ctrl +]

    (iii) Ctrl + Shift +]   (iv) Shift +]

(f) Which one of the following is not a selection tool in Photoshop

    (i)   Lasso tool

    (ii)   Rectangular Marquee tool

    (iii) Polygonal Lasso

    (iv) Clone stamp tool.

(g) In Corel Draw which of the following is not a fill tool

    (i)   Texture fill tool

    (ii)   Transparency tool

    (iii) Pattern fill tool

    (iv) Uniform fill tool.

(h) The process of merging two objects and the Intermediate steps can be seen is.

    (i)   Merging   (ii)   Blending

    (iii) Combining   (iv) Intersecting

(i) HTTP stands for

    (i) Hyper Text transfer protocol

    (ii) Hyper Text Transfer procedure

    (iii) Hyper text translating process.

    (iv) None of the above.

(j) Which of the following operation is not related to files and folders ?

    (i) Delete   (ii) Remove

    (iii) Rename   (iv) Copy

2. Fill in the blanks   1x5=5

    (a) The shortcut key to play power point slide show on full screen is _____ .

    (b) _____ option in MS - Word is used to send mails to multiple recipients.

    (c) The option in Corel Draw that prevents an object from moving, sizing, filling or modifying is called as _____ .

    (d) The default extension of a Corel Draw file is _____ .

    (e) _____ option in MS - Excel marks a specific area of the sheet for printing.

3. Write steps to change the Design theme of a slide in MS - Power Point.   3

4. Write steps to Insert a picture in a slide in MS - Power Point. Name any three effects that can be applied to the picture   4

5. How do you add slide number in MS - Power Point ?   2

6. Write steps to add transition effects to a slide along   3
    with a sound.

7. Write steps to add a video in MS - Power Point   3

8. Differentiate between footnote and endnote in   4
    MS - Word. Give Example.

9. Write steps to add page color to a MS - Word   2
    document.

10. What is the significance of spelling and Grammar   3
    check in MS - Word ?

11. Write significance of mail merge in MS - Word.   3

12. Differentiate between vector and bitmap graphics.   3

13. Write steps to change the resolution of an image   3
    in Adobe Photoshop.

14. Name any two Drawing tools in Photoshop.   2

15. What is the significance of layers in Adobe   5
    Photoshop ? Write steps to place two pictures on
    two separate layers in a Photoshop project.

16. Name *any two* color modes in Photoshop.   **2**

17. Explain the following functions in relation to MS - Excel.   **3x3=9**
  (a) Min ( )
  (b) Average ( )
  (c) SQRT ( )

18. Explain the following tools in relation to Corel Draw (*any four*).   **4x2=8**
  (a) Text tool
  (b) Ellipse tool
  (c) Crop tool
  (d) Pick tool
  (e) Basic shape tool
  (f) Polyline tool

19. What is Interactive Blend tool in Corel Draw ? Write steps to blend any two objects in Corel Draw using Interactive Blend tool.   **7**

20. Name any three Internet Browsers.   **3**

21. Write steps to delete a folder.   **3**

22. Explain the significance of line spacing in MS-Word.   **3**