

**Second Year Examination of the
Three Year Degree Course, 2001
(Faculty of Commerce/Arts)
WORD PROCESSING PUBLISHING &
MULTIMEDIA APPLICATIONS
Paper-I**

Time : 3 Hours [Maximum Marks :100]
Attempt any **five** questions,
selecting at least **one** question from each unit,
All questions carry equal marks.

UNIT-I

1. What is a Word Processor? How it is different from editors ? What are different word processing software available for word processing work? 15

OR

2. What are different features required in a word processing software for following : 15
(i) Text Selection
(ii) Spell Check
(iii) Page Formatting

UNIT-II

2. Discuss different document enhancement features available in MS Word. 15

OR

Write down procedure involved for following : 15

- (i) Mail merge
- (ii) Creating multiple column document
- (iii) Sorting data in a text
- (iv) Converting text data to database

UNIT-III

3. What is desk top publishing ? How it is different from word processing? What are important software packages available for desk publishing? Give specifications of a standard computer system required for Desk Top Publishing Work. 15

OR

What are different file types that can be imported to Pagemaker ? Compare page layouts, graphics, text formatting and colour management function available in MS Word and Pagemaker. 15

UNIT-IV

4. What are important features of MS Power Point which makes it a popular presentation graphics software. 15

OR

Write each slide presentation graphics scripts for presenting achievements of your college. 15

UNIT-V

5. What is multimedia ? Give specifications of multimedia PC and accessories required with it. What are different multimedia authoring tools available for use with PC. 15

OR

Write short note on :

15

- (i) Apple quick time
- (ii) Adobe Photoshop