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BASSPC 355

Credit Based Sixth Semester B.A. Degree Examination, September 2022

SECRETARIAL PRACTICE

(Common to all Batches)

Paper – VIII : Computer Aided Presentations

Time : 3 Hours

Max. Marks : 80

Instruction : Answer ***all*** questions ***strictly*** following the ***internal*** choices ***wherever*** provided.

PART – A

1. A) State whether the following statements are **true** or **false**. **(5×1=5)**
- a) Bullets and numberings is not Plug-inns.
 - b) In PageMaker, space between lines is called Leading.
 - c) We get Facing Pages option active when double sided option is on.
 - d) PageMaker has a wide variety of graphic tools.
 - e) We can change the margin of an existing file from Page Setup dialogue box.
- B) Match the following : **(5×1=5)**
- | | |
|-----------------|--------------------|
| a) Ctrl G | 1) View Pasteboard |
| b) Ctrl O | 2) Select all |
| c) Ctrl 1 | 3) Actual size |
| d) Ctrl A | 4) Ungroup |
| e) Shift+Ctrl+O | 5) Group |
| | 6) Fit in window |
- C) Answer **any five** of the following in **one** or **two** sentences **each**. **(5×2=10)**
- a) What is meant by Pasteboard ?
 - b) State the steps involved in inserting pages.
 - c) Mention the different page orientations available in PageMaker.
 - d) Distinguish between Story and Layout view.
 - e) State the significance of zero-point repositioning.
 - f) What is meant by page icon ?

P.T.O.



PART – B

Unit – I

2. Answer **any one** of the following : (1×10=10)
- a) What is Presentation ? Evaluate the different Presentation aids with their uses.
 - b) Bring out the factors influencing the effective presentation.
3. Answer **any two** of the following : (2×5=10)
- a) Explain the importance of elements involved in effective presentation.
 - b) Write a note on handling question and answer session in the presentation process.
 - c) How Language Resource be useful in an effective presentation ? Evaluate.

Unit – II

4. Answer **any one** of the following : (1×10=10)
- a) Draw a neat diagram of a PageMaker tool box and explain the functions of each tool.
 - b) State and explain the different parts of PageMaker window.
5. Answer **any two** of the following : (2×5=10)
- a) Examine the role of Master Pages in PageMaker.
 - b) Evaluate the usages of the ‘Power Pasting’ and ‘Paste Multiple’.
 - c) Explain the following terms :
 - a) Tracking
 - b) Kerning
 - c) Leading

Unit – III

6. Answer **any one** of the following : (1×10=10)
- a) Mention the different types of Indents and Tabs and examine the steps involved in setting the same.
 - b) List out the different styles available in the Style palette and explain how a New Styles would be defined.
7. Answer **any two** of the following : (2×5=10)
- a) Write a note on the ‘Table Editor’.
 - b) What is meant by ‘Story’ in PageMaker ? Bring out the significance of Story Editor.
 - c) Explain the terms :
 - a) Threading and Unthreading
 - b) Orphan and Widow control.
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