BASSPC 382

Choice Based Credit System Sixth Semester B.A. Degree Examination, September 2022
(2021-22 Batch Onwards)
SECRETARIAL PRACTICE
Paper – VIII : Computer Aided Presentations

Time : 3 Hours

Max. Marks : 80

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

PART – A

1. Answer the following questions in **one** sentence **each**.　　　　　　(10×1=10)

   a) What is the shortcut key for undo in Adobe PageMaker ?

   b) Which menu contains the Find option in PageMaker ?

   c) What is the full form of PDF ?

   d) How many tools do you find in PageMaker tool box ?

   e) State any two options available under Document setup.

   f) Mention the two types of Page orientation.

   g) Write any one example for floating palette.

   h) What is the function of Zoom tool ?

   i) What is the significance of color palette ?

   j) Where do you find the Page icons in Adobe PageMaker ?

2. Answer **any five** in **2-3** sentences **each**.　　　　　　(5×2=10)

   a) List out any four sub options of File Menu.

   b) Differentiate between Styles and Define styles.

   c) Explain the importance of leader in Indent and Tab option.

   d) Distinguish between Grouping and Ungrouping.

   e) State the different types of alignment in Adobe PageMaker.

   f) What is meant by Balancing columns ?

PART – B

UNIT – I

3. Answer **any two** of the following :   **(2×5=10)**

    a) Explain the objectives of an effective Presentation.

    b) What is meant by Question Answer session ? Explain.

    c) Write note on Voice modulation.

4. Answer **any one** of the following :   **(1×10=10)**

    a) Describe the key elements of an effective Presentation.

    b) What is meant by Presentation Aid ? Explain any five Presentation Aids.

UNIT – II

5. Answer **any two** of the following :   **(2×5=10)**

    a) What are the steps to be followed to apply Bullets and Numbering to a Publication ?

    b) Explain Power Pasting and Paste Multiple.

    c) Describe the significance of Paragraph Specification.

6. Answer **any one** of the following :   **(1×10=10)**

    a) Describe the different views of PageMaker.

    b) What are the graphical tool bars of PageMaker ? Explain.

UNIT – III

7. Answer **any two** of the following :   **(2×5=10)**

    a) List out the sub options of 'Utilities' Menu.

    b) How do you create table in PageMaker ?

    c) Describe the steps to create certificate using template.

8. Answer **any one** of the following :   **(1×10=10)**

    a) Describe the components of PageMaker Window.

    b) Explain Table Editor with an example.

_____