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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 ?

P.T.O.



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.
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