Reg No. ....10998...........
DCA Examination-2015

Paper-III
Paper 03 Linux and Open Office
Maximum : 50 Score

General Instructions to Candidates

- Read Questions carefully before answering.
- All questions are compulsory and only internal choice is allowed.
- When you select a question, all the sub questions must be answered from the same question itself.
- Electronic devices except non programmable calculator are not allowed in the Examination Hall.

Section I (Answer all Questions)   6x1=6

1. Which type of software has the permission for anyone to use, copy, and/or distribute, and the source code is available.

2. Write the keyboard shortcut for **paste** command.

3. Name the menu contains the option to insert an image into a document.

4. Name function in Calc that returns today's date.

5. Which option allows the users to convert the Open office files to other formats such as PDF.

6. Each page of presentations is called.............................

Section II (Answer all Questions)   8x2=16

7. Write GNU/Linux command to copy all files and folders in the folder 'dca' to 'dcal'.

8. Write the features of GNU/Linux operating system.

9. List the sequence of operations to perform mail merge.

10. Write the diffrence between **Character** command and **Paragraph** command in **Format** menu.

11. Write the steps to add new work sheet in Calc.

12. List the comparison operators in Calc.

13. Write the use of task pane.

14. Write the steps to add a new slide in the presentation.

Section III (Answer any six Questions)   6x3=18

15. Write any three GNU/Linux command with its usage.
16. Explain how to add spacing between paragraphs and spacing between lines.
17. Write steps make a paragraphs bold, italic and blue colour characters.
18. Explain about if construct.
19. Write the steps to sort data in Calc.
20. Write the steps to apply transition effects to a slide.
21. List the any three views in Impress.

Section IV (Answer any Two Questions)   2x5=10

22. Difine index. Explain different steps in creating an index.
23. List any five functions in Calc and explanation of each.
24. Briefly explain different type of tool bars in Impress.