SCOLE-Kerala
DCA - Examination - JUNE, 2017
Subject: **DC 03. LINUX AND OPEN OFFICE**

Time: $1^1/_2$ hrs.   Max. Mark: 50

SECTION: I
(Answer all questions) $(6 \times 1 = 6)$

1. FOSS stands for ....

2. The command to search a pattern in GNU/Linux is ....

3. Name the menu which contains Find & Replace.

4. The Calc, which is the column immediately next to the column **Z**.

5. Name the view which allows taking print out of slides in Presentation.

6. Name the function formula to find the maximum value from set values.

SECTION: II
(Answer all questions) $(8 \times 2 = 16)$

7. Write the significance of /*home* folder

8. Distinguish between commands *cd* and *cd/*

9. Write the use of the "Undo" and "Redo" features in Writer.

10. Write a method to insert page number at the top of every page.

11. The function *COUNTIF(A1:A10,10)* will display.

12. What is absolute reference in Calc.

13. Define Workspace.

14. Write the different views in Impress.

SECTION: III
(Answer any 6 questions) $(6 \times 3 = 18)$

15. Explain the commonds *ls*, *rm* and *mkdir* with example.

16. Write the steps to insert a 3×3 table in a document.

17. Write the steps to add header and footer in a document.

18. With help of an example describe the use of filter in Calc.

19. Write steps to create a chart in Calc.

20. State the functions of slide pane, master slide.

21. Write the steps adding, renaming and duplicating of slides.

SECTION: IV
(Answer any 2 questions) $(5 \times 2 = 10)$

22. Define mail merge. Write steps to perform mail merging in Writer.

23. A spread sheet containing Exmployee Salary details in Calc is shown below.

	A	B	C	D	D	F
1.	Name	Basic	DA	PF	Gross Salary	Net Salary
2.	Arun	12500				
3.	Manoj	11000				
4.	Sunitha	24000				
5.	Ranjith	10000				
6.	Manu	20000				
7.	No. of Employees					
8.	Total Salary					
9.	Average Salary					

- i) Write steps to calculate DA, PF, Gross Salary and Net Salary for all employees.
  - a) Calculate DA as 30% of Basic
  - b) Calculate PF as 10% of Basic + DA
  - c) Calculate Gross Salary as Basic + DA
  - d) Calculate Net Salary as Gross Salary – PF
- ii) Write steps to find the number of Empoyees in cell F7
- iii) Write steps to find the total salary in cell F8
- iv) Write steps to find the Average salary in F9

24. Explain the steps in creating a presentation with animtion.