



SCOLE-KERALA
DCA - Examination - May 2018
Subject: DC 03. LINUX AND OPEN OFFICE

Time: 1½ hrs.

Max. Marks: 50

SECTION I

(Answer all questions)

6 x 1 = 6

1. _____ command is used to list contents of directories
2. What is GNU stand for
3. Combining two or more adjacent cells to form a single cell is called _____
4. In a Table _____ a row or column allows a text within a cell to fit within it without wrapping.
5. A is a special view of the presentation which is suitable to be printed and distributed to the audience is _____
6. Each page of an OpenOffice Impress presentation is called _____

SECTION II

(Answer all questions)

8 x 2 = 16

7. What is the use of 'cat' command in linux
8. Define Shell
9. What is Thesaurus
10. Distinguish between footnote and endnote.
11. What is Open Office?
12. Explain relative cell referencing in Calc
13. What is range in Calc?
14. How to enable malayalam in Linux?

SECTION III

(Answer any six questions)

6 x 3 = 18

15. What is the difference between CUI and GUI
16. Explain file permissions in Linux
17. What is the functions of tab stops in Writer?
18. How to resize an image in Writer?
19. Explain any three statistical function in Calc with example
20. Explain how to apply transparency to an object in Impress?
21. Explain glue points in Impress

SECTION IV

(Answer any two questions)

2 x 5 = 10

22. What is Mail merge? Explain the steps to perform mail merge.
23. What is filter in Calc. Explain the steps to apply and remove filter.
24. Explain different views in Impress.