

Question Code : DC532

State Council for Open and Lifelong Education Kerala

Diploma in Computer Application Examination

May 2021

Subject: DC 03 LINUX & OPEN OFFICE

Time: 1 ½ hrs

Max. Marks: 50

SECTION: I

(Answer **ALL** questions: 6 x 1 = 6)

1. Which function is used in Calc to calculate the maximum of a specified range?
2. Combining two or more adjacent cells to form a single cell is called
3. command is used for creating directories
4. FOSS stands for
5. The shortcut key to insert a new slide in Impress is
6. An area on a slide that is reserved for text, clip art or a graph is called.....

SECTION: II

(Answer **ALL** questions: 8 x 2 = 16)

7. What is GNU?
8. What is over lined text in Writer?
9. What is Font work in Writer?

10. Define Shell?
11. List any four distributions of Linux?
12. Define range in Calc?
13. Define Cell Protection in Calc?
14. What is the use of presentation toolbar in Impress?

SECTION: III

(Answer any **SIX** questions: $6 \times 3 = 18$)

15. Explain glue points in Open Office Impress?
16. Explain any three text functions in Calc?
17. Explain any three advantages of GNU Linux?
18. Explain file permissions in Linux?
19. Explain how to apply transparency to an object in Impress?
20. Write short note on paragraph formatting in Writer?
21. Write steps to add header and footer in a document?

SECTION: IV

(Answer any **TWO**: $2 \times 5 = 10$)

22. Write short note on different views available in Impress?
23. Explain different types of charts in Calc?
24. What is mail merge? Explain the steps to perform mail merge?
