State Council for Open and Lifelong Education Kerala

Diploma in Computer Application Examination

May 2022

Subject: DC 03 LINUX AND OPEN OFFICE

Time: 90 Minutes.   Max. Marks: 50

SECTION: I

(Answer All Questions)   6x1 = 6

1. .... command is used for searching text strings
2. What is GNU stands for
3. The shortcut key for slide show in Impress is ....
4. References of cells or ranges without using the dollar sign is called ....
5. .... command is used to list contents of directories
6. What is the default file format in Open Office Impress?

SECTION: II

(Answer All Questions)   8x2 = 16

7. What is proprietary software?
8. List any four font effects in Writer
9. What is a cell in Calc?
10. Define workbook
11. What is the use of formula bar in Calc?
12. What is Thesaurus
13. What is slide sorter view?
14. Explain the syntax and usage of 'mv' command in Linux

SECTION: III

(Answer any 6 Questions)   6x3 = 18

15. Explain how to make cell protected in Calc

16. Explain how to insert pictures in slides in Impress

17. Explain how to apply transition to slides

18. Explain any three statistical function in Calc

19. What is Template in Writer? Write the steps to create a new Template

20. What is the functions of tab stops in Writer?

21. Explain the difference between CUI and GUI

SECTION: IV

(Answer **any 2** Questions)   **2x5 = 10**

22. Briefly explain the different components in Open Office Impressmain Window

23. Explain the file system structure of GNU Linux

24. Explain;

    a) The steps to insert charts in Open Office Calc

    b) The steps to formatting a Chart