SECTION: III

(Answer **any 6** Questions)   6x3 = 18

15. Explain the commands ls, rmdir and mkdir with example.

16. Explain how to insert pictures in slides in impress.

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

18. Explain any three statistical function in Calc.

19. Write steps to create a chart in Calc.

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

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

SECTION: IV

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

22. Briefly explain the features of Open Office Impress.

23. Explain the file system structure of GNU Linux

24. Briefly explain the different tool bars in Open Office Impress.

State Council for Open and Lifelong Education Kerala

Diploma in Computer Application

Supplementary Examination (*Old Scheme*)

November – 2022

Subject: **DC 03 LINUX AND OPEN OFFICE**

Time: 90 Minutes.   Max. Marks: 50

SECTION: I

(Answer All Questions)   6x1 = 6

1. GNU stands for ....

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

3. The shortcut key for slide show in Impress is ....

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

5. .... command is used to list contents of directories.

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

SECTION: II

(Answer All Questions)   8x2 = 16

7. Write the significance of /home folder

8. List any four font effects in Writer.

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

10. Define workbook.

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

12. What is Thesaurus.

13. Define Workspace.

14. Explain the syntax and usage of 'mv' command in Linux.

[1]