

Unique Paper Code : 62343320  
Name of the Course : B.A. (Prog.) Computer Applications: SEC  
Name of the Paper : Word Processing and Presentation Software  
Semester : III  
Duration : 2 Hours  
Maximum Marks : 75  
Year of Admission : 2019 and 2020

**Instructions for Candidates:**

Answer any four questions. All questions carry equal marks.

Q1. Suppose you have to create report on the topic “Online Teaching” in LibreOffice Writer which has predefined settings. Which method will you prefer for creating such a document and write steps to create such a document? After you have created this document and added relevant text in it, you need to send the same document to Alice and Bob. How can you ensure that Alice can only read the document and cannot make any changes in it while Bob can read and edit the document? Write steps to do the same.

Q2. Identify the text formats applied to the characters in the following text in LibreOffice Writer:

- i) **Word**
- ii) *Processing*
- iii) ~~and~~
- iv) Presentation
- v) Software
- vi)  $X^2$
- vii)  $A_1$
- viii) EXAMINATION

Consider the following image and text in which the image is anchored to paragraph:



LibreOffice is a feature-rich, free, and open-source office suite. It includes several powerful applications for word processing, spreadsheets, presentations, graphics, databases, and formula editing. Writer is the word-processing application. It is compatible with a wide range of document formats including Microsoft Word (.doc, .docx), and you can export your work in several formats including PDF.

The above text and image have the “None” setting applied for wrapping text around the image. Show how the above text and image will be shown after applying the following wrap settings in LibreOffice Writer:

- i) Parallel
- ii) Optimal
- iii) Before
- iv) After
- v) Through

Q3. Write steps to create a presentation of 5 slides in LibreOffice Impress as per the given settings:

- i) Slide 1 is the title slide.
- ii) Slide 2 contains a title, an image, and a bar chart.
- iii) Slide 3 contains a title and a table with 5 columns and 10 rows.
- iv) Slide 4 contains a title and 6 images.
- v) Slide 5 is a title only slide.

Write steps to create the following 2 custom slide shows of this 5 slide presentation:

- i) “Odd Slide Show” with slide 1,3, and 5
- ii) “Even Slide Show” with slide 2 and 4.

Q4. ABCD college is issuing certificates to 5 students who secured first, second and third positions in the college in the three courses- B.A(P), B.Sc(H), and B.Com(H). The data record (Student.xls) has the following fields: Name, Roll No, Course, and Position. Write steps to register the data source and issue the **individual** certificates using mail merge. The format of the letter is as follows:

ABCD College

Date: 21/11/2021

This is to certify that Mr./Ms. <Name> <Roll No> <Course> has secured <Position> in ABCD College.

Principal

ABCD College

Q5. The marketing department of a company is preparing a 5-slide presentation for 4 newly launched products. Write steps to create the presentation with the first slide as title slide. Rest of the slides contain the images and details of the 4 new products launched respectively. Write steps to insert the “Wipe” transition and apply the same to all the slides and also add an animation (duration - 4 seconds) on the title of the presentation. Write the steps to play the slide

show in a loop and automatically advance the slide number 1, 2, and 3 after 2 seconds and slide number 4 and 5 after 3 seconds.

Q6. Write steps to create a table in the following format using LibreOffice Writer.

Time Table						
Day Time	8:30-9:30 am	9:30-10:30 am		10:30-11:30 am	12:30 -1:30 pm	1:30-2:30 pm
Monday	Mathematics			English		Chemistry
Tuesday	English	Physics				
Wednesday		Hindi A	Hindi B			
Thursday	Chemistry			Physics		
Friday	Hindi A	Hindi B		Mathematics		

Further, write steps to perform the following after creating the table

- Add a row for Saturday at the bottom of the table for Saturday
- Convert the above table to text