

Reg. No.:



W7786

Name:

University of Kerala

First Semester FYUGP Degree Examination, December 2025

Discipline Specific Core Course

COMPUTER APPLICATION

UK1DSCCAP103 - Open Office

Academic Level: 100-199

2024 Admission onwards

Time: 1 Hour 30 Minutes(90 Mins.)

Max. Marks: 42

Part A. 6 Marks.Time:6 Minutes.(Cognitive Level:Remember(RE)/Understand(UN)) Objective Type. 1 Mark Each.Answer all questions

Qn No.	Question	CL	CO
1	Identify the tool used for checking spelling and grammar in OpenOffice writer.	RE	2
2	State the sliding effect that occurs when moving between slides.	RE	4
3	Identify the parts of the main Impress window.	UN	4
4	Discuss about templates.	UN	2
5	Describe cell referencing in Calc.	UN	3
6	State the use of auto text and auto correct options.	UN	1

Part B.8 Marks.Time:24 Minutes.(Cognitive Level:Understand(UN)/Apply(AP))Short Answer. 2 marks each.Answer all questions

Qn No.	Question	CL	CO
7	Compare different types of software (Proprietary, Free, Open Access) used in office automation.	UN	1
8	Discuss about document preparation using templates.	UN	2
9	Illustrate the use of a pivot chart.	AP	3
10	Apply any two formatting tools (character, paragraph, or page formatting) to improve the appearance of a document and explain how they change the document.	AP	1

Part C. 28 Marks.Time:60 Minutes (Cognitive Level:Apply(AP)/Analyse(AN)/Evaluate(EV)/Create(CR)) Long Answer.7 marks each.Answer all 4 Questions choosing among options * within each question

Qn No.	Question	CL	CO
11	A)	AP	1, 2

Qn No.	Question	CL	CO
	Apply the formatting tools in OpenOffice writer to design a professional resume or CV (steps). OR B) Write the steps to send a letter to 10 of your friends inviting them to celebrate your birthday using mail merge.		
12	A) Categorize the different type of data sorting and filtering options in OpenOffice Calc. OR B) Analyse the role of Office Automation in an organisation.	AN	3, 1
13	A) Justify the role of Animation and Transition in Impress. OR B) Assess the effectiveness of using mathematical, statistical and logical functions in spreadsheet.	EV	4, 3
14	A) Create a spreadsheet for payroll processing. Demonstrate how to calculate employee salaries, deductions and net salary. OR B) Prepare steps to create hyperlinks, rehearsing and setting up slide show in OpenOffice Impress.	CR	3, 4