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(Held in 2022)

COMPUTER APPLICATION

Paper : CAP-SE-3014

(Basics of Adobe PageMaker)

Full Marks : 50

Time : 2 hours

*The figures in the margin indicate full marks
for the questions*

1. Answer/Fill in the blanks of the following :
1×5=5

- (a) Shift+Alt+F7 is shortcut key of _____.
- (b) Control Palette shows the properties of _____.
- (c) What is the shortcut key to delete all contents of current page?
- (d) How many tools are in PageMaker tools box?
- (e) What is the shortcut key for pointer tool?

(2)

2. Answer the following questions : $2 \times 3 = 6$

- (a) How will you reverse text in PageMaker?
- (b) How can you rename a master page?
- (c) How can you delete a master page?

3. Answer any *three* from the following questions : $5 \times 3 = 15$

- (a) Describe any three tools in PageMaker.
- (b) How to set up page number in a publication in PageMaker?
- (c) Write the steps for inserting and removing pages.
- (d) Write the different Window elements of PageMaker.

4. Answer any *three* from the following questions : $8 \times 3 = 24$

- (a) Explain the different views in PageMaker.
- (b) Explain how to placing and aligning in Line Graphics.

(3)

- (c) What is drawing tool? Describe about the different categories of drawing tools.
- (d) What are the different fill options in PageMaker?
- (e) Explain the advantages of PageMaker.
