

SECOND SEMESTER B.A./B.Sc. DEGREE EXAMINATION, APRIL 2020

(CBCSS—UG)

West Asian Studies

WAS 1 (2) C01—MICROSOFT OFFICE AND ADOBE PAGEMAKER

(2019 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

Section A*Answer all questions.**Each question carries 2 marks.**(Short answer type, not to exceed 50 words each)*

1. How will you change a text into upper case in MS-Word ?
2. How will you create bullets in MS-Word ?
3. How spacing is placed between paragraphs in MS-Word ?
4. Differentiate Worksheet and Workbook.
5. How will you delete a column in MS-Excel ?
6. How do you perform printing in MS-Excel ?
7. Explain the components in a slide layout of MS-Powerpoint.
8. What do you mean by slideshow in MS-Powerpoint ?
9. Mention the different animation options available in MS-Powerpoint.
10. What are the components of a report in MS-Access ?
11. What is the use of macro in MS-Access ?
12. What is the purpose of forms in MS-Access ?
13. Explain the purpose of find and change in PageMaker.
14. How will you choose page size in a PageMaker ?
15. How will you create a book list in PageMaker ?

(Ceiling 25 marks)

Turn over

Section B

Answer all questions.

Each question carries 5 marks.

(Paragraph type, not to exceed 100 words each)

16. How will you delete a table in MS-Word ?
17. Explain copy and paste operation in MS-Word.
18. Explain merge and wrap in MS-Excel.
19. Explain how will you copy a worksheet ?
20. How will you sort data in MS-Excel ?
21. Explain select query in MS-Access.
22. Explain various print layouts in MS-Powerpoint.
23. Explain the concept of Sections in PageMaker.

(Ceiling 35 marks)

Section C

Answer any two questions.

Each question carries 10 marks.

(Essay type questions, not to exceed 500 words)

24. Explain page formatting in MS-Word.
25. Explain how will you insert charts in MS-Excel ?
26. Explain how to add pictures in a MS- Powerpoint slide.
27. Explain the usage of story editor in Adobe PageMaker.

(2 × 10 = 20 marks)

SECOND SEMESTER B.A./B.Sc. DEGREE EXAMINATION, APRIL 2020

(CBCSS—UG)

West Asian Studies

WAS 2B 02—HISTORY OF ANCIENT CIVILIZATIONS

(2019 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

Part A (Short Answer Type)*Each question carries 2 marks.*

1. Cuneiform.
2. Euphrates.
3. Pyramids.
4. Pharos.
5. Nile.
6. Shi-Hungti.
7. Chinese Script.
8. Yellow River.
9. Great Wall.
10. Sumer.
11. Sparta.
12. Roman Trade.
13. Hieroglyphic Script.
14. Hans Dynasty.
15. Ziggurat.

(Ceiling 25 Marks)

Turn over

Part B (Short Essays)

Correct answer carries 5 marks each.

16. Discuss Greek City States.
17. Analyse Hellenistic Culture.
18. Development of Roman Republic.
19. Rise and growth of Roman Empire.
20. Briefly narrate the Era of Cultural Prosperity in China.
21. Critically analyze the Political History of Egypt.
22. Evaluate the role of River Nile in moulding the History of Egypt.
23. Chinese Silk Route.

(Ceiling 35 Marks)

Part C

Correct answer carries 10 marks each.

Ceiling 20 marks.

24. Discuss legacy of Rome to World Civilization.
25. Analyse Greek Culture in Historical Perspective.
26. Evaluate the chief features of Mesopotamian Trade.
27. Discuss Cultural Prosperity, Science and Technology and Trade of Ancient China.

(2 × 10 = 20 marks)

**SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION
APRIL 2021**

West Asian Studies

WAS 1(2) C01—MICROSOFT OFFICE AND ADOBE PAGE-MAKER

Time : Two Hours and a Half

Maximum : 80 Marks

Section A (Short Answer Type)

Answer at least ten questions.

Each question carries 3 marks.

All questions can be attended.

Overall Ceiling 30.

1. Explain the steps in creating a document with multiple columns. How will you set margins of different columns ?
2. Explain the different table formatting options.
3. What are the types objects that can be inserted into a word document ?
4. What is a Worksheet ?
5. What is a Form ?
6. Discuss any four logical functions available in spread sheets.
7. How will you insert a formula into a spread sheet.
8. How will you incorporate animations in presentations.
9. How will you add notes to a slide presentation.
10. How will you add video and images to a slide presentation.
11. What is a Table ?
12. What is a Form ?
13. What is a Report ?
14. How is PageMaker different from a typical word processor ?
15. What you mean by a script ?

(10 × 3 = 30 marks)

Turn over

Section B (Paragraph Type)

Answer at least five questions.

Each question carries 6 marks.

All questions can be attended.

Overall Ceiling 30.

16. Illustrate how "drawing:" option is used in word processing. Highlight how clip arts enhance the quality of documents.
17. What are the different types of charts available in spread sheets. Explain the steps in creating bar charts in a spread sheets.
18. Discuss the different cell formatting options in a spread sheet.
19. List and explain any five points to be followed for preparing effective presentations.
20. Write a note on "queries" in DBMS.
21. List the steps in creating a PDF document.
22. Summarize the creation of a book using PageMaker.
23. Write a note on effective use of colour in PageMaker publications.

(5 × 6 = 30 marks)

Section C (Essay Type Questions)

Answer any two questions.

Each question carries 10 marks.

24. Explain the concept of mail merge. Discuss the steps in implementing mail merge.
25. Illustrate creation and use of macros with suitable example(s).
26. Explain "layout" in PageMaker. Discuss in detail managing of graphics and objects PageMaker.
27. Illustrate the use of scripts in PageMaker with suitable example(s).

(2 × 10 = 20 marks)

SECOND SEMESTER (CBCSS—UG) DEGREE EXAMINATION, APRIL 2021

West Asian Studies

WAS 2B 02—HISTORY OF ANCIENT CIVILIZATIONS

Time : Two Hours and a Half

Maximum : 80 Marks

Section A (Short Answers)*Answer at least ten questions.**Each question carries 3 marks.**All questions can be attended.**Overall Ceiling 30.*

1. Mesopotamian calendar.
2. Henry Rawlinson.
3. Shang dynasty.
4. Ur.
5. Cune form script.
6. Shi Huangdi.
7. Tomb autobiography in Egypt.
8. Pliny the Elder.
9. Alexander the Great.
10. Odyssey.
11. Aristotle.
12. Hieroglyphic writing.
13. The Roman Colosseum.
14. Story of the flood.
15. Ziggurat.

(10 × 3 = 30 marks)

Section B (Paragraph / Problem Type)*Answer at least five questions.**Each question carries 6 marks.**All questions can be attended.**Overall Ceiling 30.*

16. Describe the Epic of Gilgamesh.
17. Analyse the features of Roman society.
18. Discuss the Chinese philosophy.
19. Why did the Old Kingdom in Egypt end ?

20. Write a note on the Greek City- states.
21. Write a note on the Akkadians.
22. What exactly is the Code of Hammurabi ?
23. Give a note on the rise of farming in Mesopotamia.

(5 × 6 = 30 marks)

Section C (Essay Type)

Answer any two questions.

Each question carries 10 marks.

24. Describe the Macedonian empire.
25. Examine the Legacy of Mesopotamian Civilization.
26. Assess the Decline of the Roman Empire.
27. Discuss the trade, exchange and legal system in Egypt.

(2 × 10 = 20 marks)

SECOND SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION, APRIL 2021

West Asian Studies

WAS 1C 02 AND WAS 2C 02—MICROSOFT OFFICE AND DESKTOP PUBLISHING

Time : Three Hours

Maximum : 80 Marks

Section A

PART I

*Answer all questions.**Each question carries ½ mark.*

1. A _____ is an application that allows the user to compose and edit simple documents.
 - a) Word processor.
 - b) Spreadsheet.
 - c) Email utility.
 - d) Browsers.
2. In a computer, the page setup option is present in menu _____.
 - a) Format.
 - b) Insert.
 - c) Edit.
 - d) File.
3. Which of the following is not a valid data type in Excel ?
 - a) Number.
 - b) Character.
 - c) Label.
 - d) Date/Time.
4. Which area in an excel window allows entering values and formulas ?
 - a) Title bar.
 - b) Menu bar.
 - c) Formula bar.
 - d) Standard toolbar.
5. Special effects used to introduce slides in a presentation are called :
 - a) Effects.
 - b) Custom animations.
 - c) Transitions.
 - d) Present animations.
6. In the relational modes, cardinality is termed as _____.
 - a) Number of tuples.
 - b) Number of attributes.
 - c) Number of tables.
 - d) Number of constraints.

(6 × ½ = 3 marks)

Turn over

PART 2

Answer all questions.
Each question carries ½ mark.

7. Which menu contains the Find option in PageMaker ?
 - a) Edit.
 - b) Insert.
 - c) Utilities.
 - d) View.
8. Which option is used to display master items on a page in PageMaker ?
 - a) Display Master Item.
 - b) Show Master Item.
 - c) View Master Item.
 - d) Insert Master Items.
9. Which menu contains the Document Setup Command ?
 - a) Edit.
 - b) File.
 - c) View.
 - d) Document.
10. CorelDraw is a _____ based drawing Application Package.
 - a) Photo paint.
 - b) Bitmap.
 - c) Vector.
 - d) Scalar.
11. How many colours separation do we have in CorelDraw ?
 - a) 3.
 - b) 4.
 - c) 2.
 - d) 6.
12. Pressing the F8 key for three times selects _____.
 - a) A word.
 - b) A sentence.
 - c) A paragraph.
 - d) Entire document.

(6 × ½ = 3 marks)

Section B

PART 1

Answer any five questions.
Each question carries 2 marks.

13. How can you insert a video in Microsoft Word ?
14. What do you mean by Slide Show View ?

15. How many data formats are available in Excel ? Name any *two* of them.
16. What are Attributes ? Give examples.
17. Differentiate between footnotes and endnotes.
18. What is the use of macros ?

(5 × 2 = 10 marks)

PART 2

*Answer any five questions.
Each question carries 2 marks.*

19. How will you rotate text in PageMaker ?
20. What is the use of the Blend tool in CorelDraw ?
21. What do you mean by mail merging ?
22. Write short notes on Layers.
23. Describe any three tools in PageMaker ?
24. What are the different views in Corel Draw ?

(5 × 2 = 10 marks)

Section C

PART 1

*Answer any three questions.
Each question carries 5 marks.*

25. Explain the steps to insert a caption in an image.
26. What is the difference between absolute and relative cell references ?
27. How to change the effect's start option in PowerPoint ?
28. What are the advantages of using a DBMS ?

(3 × 5 = 15 marks)

PART 2

*Answer any three questions.
Each question carries 5 marks.*

29. Explain different page views in PageMaker.
30. What is the use of Pen Tool ? How do we trace an alphabet or image in CorelDraw ?

Turn over

31. Explain Colour Palette in PageMaker ?
32. How do we use Knife Tool in different ways ?

(3 × 5 = 15 marks)

Section D

PART 1

*Answer any one question.
The question carries 12 marks.*

33. What are the different functions in MS Excel ? Explain.
34. Explain setting up of animations in PowerPoint.

(1 × 12 = 12 marks)

PART 2

*Answer any one question.
The question carries 12 marks.*

35. Explain various tools and their functions in PageMaker ?
36. Describe shaping menu in Corel Draw.

(1 × 12 = 12 marks)

**SECOND SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION
APRIL 2021**

West Asian Studies

WAS 2B 02—INTRODUCTION TO WEST ASIA

Time : Three Hours

Maximum : 80 Marks

Part A*Answer all questions.**Each question carries 1 mark.*

1. What is the Abbreviation of UAE ?
 - (a) United American Economy.
 - (b) United Arab Emirates.
 - (c) United Arab Economy.
 - (d) Unified Atlas of Earth.
2. The Headquarters of Arab League :
 - (a) Cairo.
 - (b) Riyadh.
 - (b) Tel Aviv.
 - (d) Jeddah.
3. The language of Thorah :
 - (a) German.
 - (b) Latin.
 - (c) Hebrew.
 - (d) Hindi.
4. The Devine Book of Islam :
 - (a) Bible.
 - (b) Gita.
 - (c) Thorah.
 - (d) Quran.
5. Which city is known as the City of the Prophet ?
 - (a) Mecca.
 - (b) Madinah.
 - (c) Jiddah.
 - (d) Cairo.

Turn over

6. What is the basic Principle of Islam :
- (a) Polytheism. (b) Unity of God.
(c) Virtue. (d) Pluralism.
7. In which year the Islamic Republic of Iran was formed ?
- (a) 1970. (b) 1975.
(c) 1980. (d) 1979.
8. Founder of KSA :
- (a) King Faisal. (b) King Fahad.
(c) King Salman. (d) King Abdul Aziz Ibn Saud.
9. The Capital City of Egypt :
- (a) Jeddah. (b) Baghdad.
(c) Cairo. (d) Riyadh.
10. The number of Emirates in UAE :
- (a) 12 Emirates. (b) 8 Emirates.
(c) 6 Emirates. (d) 7 Emirates.
11. The Desert known as The Vacant Quarter is in _____.
- (a) Africa. (b) India.
(c) Arabia. (d) America.
12. The Language of Quran is _____.
- (a) Kurdish. (b) Hebrew
(c) Arabic. (d) Latin.

(12 × 1 = 12 marks)

Part B (Very Short Answer Questions)

*Answer any nine questions.
Each question carries 2 marks.*

13. Bath Socialist Party.
14. Pan Arabism.
15. Ansars.
16. Bedouins.
17. Thalaq.
18. OIC.
19. Ten Commandments.
20. Baith al Muqaddas.
21. Mudaraba.
22. Muhajirs.
23. Petro-dollar.
24. OPEC.

(9 × 2 = 18 marks)

Part C (Short Essay Questions)

*Answer any five questions.
Each question carries 4 marks.*

25. Evaluate the status of women in West Asian countries.
26. Give an account of the Oil politics of West Asia.
27. Examine the influence of Geographical features in the life of Arabs.
28. Highlight the significance of Zakat in Islam.
29. Discuss the importance of Hjira in the history of Isam.
30. Analyze the causes of unrest in West Asia.
31. Write a note on Judaism.

(5 × 4 = 20 marks)

Turn over

Part D (Essay Questions)

Answer any two questions.

Each question carries 15 marks.

32. Write an essay on the history of Oil politics in West Asia.
33. Discuss the socio economic problems of West Asia.
34. Critically analyze the prospects of Islamic Banking.
35. Write an Essay on the various ethnic groups of West Asia.

(2 × 15 = 30 marks)

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