



22103115

QP CODE: 22103115

Reg No :

Name :

**B.Sc DEGREE (CBCS) REGULAR / IMPROVEMENT / REAPPEARANCE
EXAMINATIONS, OCTOBER 2022**

Second Semester

B.Sc Physics Model II Computer Applications

Vocational Course - CA2VOT03 - WORD AND DATA PROCESSING PACKAGES

2017 ADMISSION ONWARDS

6328FB8C

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

*Each question carries **2** marks.*

1. What do you mean by formatting a document?
2. What is the use of Format Painter tool?
3. How can you insert a Header and Footer to an MS Word document?
4. Define Word Art.
5. What is document layout?
6. What is the difference between single-sided and double-sided option in document setup window?
7. What is the use of a text tool?
8. How to mask an image?
9. How can you rename a worksheet?
10. Define formatting group in excel?
11. How to merge cells?
12. What is pie chart?

(10×2=20)



Part B

Answer any **six** questions.

Each question carries **5** marks.

13. Explain about different views in word document.
14. How indents and spacing is inserted to a word document?
15. What are the advantages of PageMaker in DTP?
16. Describe Master Pages in PageMaker.
17. What are Guides? Explain the steps to insert guides in PageMaker.
18. What are the advantages of spreadsheet?
19. Explain how to select columns in excel?
20. What is the procedure of adding and deleting columns and rows in worksheet?
21. How to add header and footer in excel?

(6×5=30)

Part C

Answer any **two** questions.

Each question carries **15** marks.

22. Explain various steps in generating a mail using Mail Merge.
23. Explain layout menu in PageMaker.
24. What is the importance of layers in pagemaker? Explain its features.
25. How to create and modify an excel formula? Explain with an example.

(2×15=30)