



23124561

QP CODE: 23124561

Reg No :

Name :

**B.Sc DEGREE (CBCS) REGULAR / IMPROVEMENT / REAPPEARANCE
EXAMINATIONS, MAY 2023**

Second Semester

B.Sc Physics Model II Computer Applications

Vocational Course - CA2VOT03 - WORD AND DATA PROCESSING PACKAGES

2017 ADMISSION ONWARDS

9C201D53

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. What do you mean by word processing?
2. What is the Shortcut key used to print a document?
3. How can different border options be added to your word document?
4. What is the use of Thesaurus?
5. What is pasteboard?
6. What is the use of a polygon frame tool?
7. How to remove a page in PageMaker?
8. What are layers in PageMaker?
9. How to select a range of cells?
10. What is merge and center option?
11. What is a comment in excel?
12. How to delete contents in a cell?

(10×2=20)



Part B

Answer any **six** questions.

Each question carries **5** marks.

13. Write brief note on the Paragraph Dialog box in MS Word.
14. What are the page background options are available in MS Word?
15. What are the advantages of PageMaker in DTP?
16. What are the basic steps of printing a document?
17. Describe Master Pages in PageMaker.
18. Write a note different merge option in excel.
19. Distinguish between copying and moving data.
20. What are the steps to create and modify a simple excel formula?
21. Discuss Pivot table and Pivot chart.

(6×5=30)

Part C

Answer any **two** questions.

Each question carries **15** marks.

22. Explain how a Macro is set in a Word document. Also explain the importance of using a Macro.
23. Explain Indenting text, Tab stops, Line spacing, Paragraph spacing, borders and shading.
24. Explain element menu in PageMaker.
25. Explain in detail different ways of formatting excel cells.

(2×15=30)