

QP CODE: 19101735



Reg No :

Name :

B.Sc. DEGREE (CBCS) EXAMINATION, MAY 2019

Second Semester

B.Sc Physics Model II Computer Applications

Vocational Course - **CA2VOT03 - WORD AND DATA PROCESSING PACKAGES**

2017 ADMISSION ONWARDS

4AD992E7

Maximum Marks: 80

Time: 3 Hours

Part A

Answer any **ten** questions.

Each question carries **2** marks.

1. What is the Shortcut key used to print a document?
2. How do you give Bullets and Numbers to a document?
3. What is the use of Replace tool in MS Word?
4. What is the use of Thesaurus?
5. Give any two uses of PageMaker
6. What are the two methods that you can use to create a new document?
7. What do you mean by margins in PageMaker?
8. How to insert a new page in PageMaker?
9. What gridlines are in excel?
10. How to add borders to cell?
11. How to format worksheet automatically?
12. Explain the syntax and use of "if " in excel?

(10×2=20)

Part B

Answer any **six** questions.

Each question carries **5** marks.

13. Explain the main components of Paragraph tab in MS Word
14. What are Macros? Explain its advantage?





15. What are color and style palette?
16. What is the function of a control palette?
17. Explain about story editor
18. Explain how to select columns in excel?
19. Write a note on insert, delete and format cells
20. What is the procedure of adding and deleting columns and rows in worksheet?
21. Distinguish between copying and moving data?

(6×5=30)

Part C

Answer any **two** questions.

Each question carries **15** marks.

22. Explain the main features of MS Word
23. Explain element menu in PageMaker
24. What is the importance of layers in pagemaker? Explain its features
25. What are the components (user interface elements) in excel?

(2×15=30)

