B.Sc DEGREE (CBCS) REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, MAY 2024

Second Semester

B.Sc Physics Model II Computer Applications

Vocational Course - CA2VOT03 - WORD AND DATA PROCESSING PACKAGES

2017 ADMISSION ONWARDS

8D925CD5

Time: 3 Hours

Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. What is the use of Line Spacing tool in MS Word?

2. How can you insert a Header and Footer to an MS Word document?

3. Which are the main tools in the Review tab of MS Word?

4. Define Word Art.

5. What are the two methods that you can use to create a new document?

6. What are control palettes?

7. How to insert a new page in PageMaker?

8. How to add a graphics in to a frame?

9. What ribbons are in excel?

10. What is merge and center option?

11. How to insert a page break in excel?

12. What are chart in excel?

(10×2=20)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. Briefly explain the uses of MS Word.

14. Briefly explain the clipboard operations in MS Word.

15. Explain the need of desktop publishing.

16. What are document layout and pasteboard?

17. Differentiate between rulers and gridlines.

18. How to move cells by A) drag and drop? B) cut and paste?

19. Explain different methods to automatically enter text in excel.

20. Explain the number group and different options available with it.

21. How to protect a workbook and a worksheet?

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **15** marks.*

22. Explain the different ways in which a document can be viewed before printing in MS Word.

23. Explain Indenting text, Tab stops, Line spacing, Paragraph spacing, borders and shading.

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)