

QP CODE: 25022794



Reg No :

Name :

**B.Sc DEGREE (CBCS) IMPROVEMENT / REAPPEARANCE/ MERCY CHANCE
EXAMINATIONS, APRIL 2025**

Second Semester

B.Sc Physics Model II Computer Applications

Vocational Course - CA2VOT03 - WORD AND DATA PROCESSING PACKAGES

2017 Admission Onwards

1D789716

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 do you mean by duplex printing?
3. What is the use of Replace tool in MS Word?
4. What do you mean by a nested table?
5. What is page-composition software program?
6. What is the use of a text tool?
7. What is fill and stroke option in PageMaker?
8. How to lock a layer in PageMaker?
9. How can you add and delete worksheets?
10. How to adjust row width in excel?
11. What is clear format option in excel?
12. What is pie chart?

(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. Briefly explain about paragraph formatting.
15. What are color and style palette?
16. What are the basic steps of printing a document?
17. Describe Master Pages in PageMaker.
18. Explain the steps to find and replace in excel.
19. Explain the number group and different options available with it.
20. Explain how to wrap and rotate text in excel cells.
21. Write a note on different types of sorting 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. Explain Indenting text, Tab stops, Line spacing, Paragraph spacing, borders and shading.
25. How to create and modify an excel formula? Explain with an example.

(2×15=30)