

QP CODE: 20101115



20101115

Reg No : .....

Name : .....

**B.Sc. DEGREE (CBCS) EXAMINATION, NOVEMBER 2020**

**Second Semester**

B.Sc Physics Model II Computer Applications

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

2017 ADMISSION ONWARDS

F6045D10

Time: 3 Hours

Max. Marks : 80

**Part A**

*Answer any **ten** questions.*

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

1. Write the shortcut keys used for Cut, Copy and Paste.
2. How can different border options be added to your word document?
3. What is Page Layout Tab used for?
4. What do you mean by a nested table?
5. What is the difference between single-sided and double-sided option in document setup window?
6. What are indents and margins?
7. How to mask an image?
8. How to hide a layer in Page Maker?
9. What ribbons are in excel?
10. How to split worksheet in excel?
11. How to insert header and footer in excel?
12. What is pivot table?

(10×2=20)

**Part B**

*Answer any **six** questions.*

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

13. Write brief note on the basic things to be remembered while printing a word document.
14. What is the advantage of mail merge application of MS Word?





15. Explain the need of desktop publishing.
16. Explain about guides in PageMaker.
17. Explain the various methods of paragraph formatting in PageMaker.
18. How to move cells by A) drag and drop? B) cut and paste?
19. What is freeze pane? How to freeze rows and columns?
20. What are the main steps to remember when printing an excel document?
21. Discuss about any five mathematical functions.

(6×5=30)

### **Part C**

*Answer any **two** questions.*

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

22. Explain the main features of MS Word.
23. Explain various user interface elements in PageMaker.
24. With appropriate examples, describe the use of various important tools in PageMaker.
25. Write short notes on adding a) borders b) centering the data c) colors and boxes

(2×15=30)

