B.Sc DEGREE (CBCS) REGULAR / REAPPEARANCE EXAMINATIONS, DECEMBER 2021

Second Semester

B.Sc Physics Model II Computer Applications

Vocational Course - CA2VOT03 - WORD AND DATA PROCESSING PACKAGES

2017 ADMISSION ONWARDS

D6F08453

Time: 3 Hours   Max. Marks : 80

Part A

*Answer any **ten** questions.*

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

1. How can you insert a Hyperlink to an MS Word document?

2. What do you mean by duplex printing?

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

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

5. What is page-composition software program?

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

7. What are master pages in PageMaker?

8. What are guides?

9. What is a worksheet?

10. What is autocomplete in excel?

11. How to adjust column width in excel?

12. Explain the use of "and" function in excel?

(10×2=20)

Part B

*Answer any **six** questions.*

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

13. Briefly explain the importance of a Word Processing Application

14. What are Macros? Explain its advantage?

15. What are color and style palette?

16. Explain Paragraph Specifications in Type menu in PageMaker.

17. Explain character specification and paragraph specification in type menu

18. Explain auto fill feature in excel with an example

19. Explain different ways to manage comments in excel

20. What are the main steps to remember when printing an excel document?

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. With appropriate examples, describe the use of various important tools in PageMaker

24. What is the importance of layers in pagemaker? Explain its features

25. What is a cell? A) Write the steps for cut, copy and paste to move or copy cell contents? B) steps for adding and deleting the cells?

(2×15=30)