

E 6544

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Reg. No.....

Name.....

B.Sc. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2017

Second Semester

Vocational Course—WORD AND DATA PROCESSING PACKAGE

(For the Vocational Subject Computer Applications of Model II—Physics)

[2013 Admission onwards]

Time : Three Hours

Maximum Marks : 80

Part A

*Answer all questions.
Each carries 1 mark.*

1. What are the different types of data ?
2. Differentiate type check and range check.
3. How do we protect documents in MS Word file ?
4. How do we create catalog using mail merge ?
5. Explain Document setup dialog box in Page maker ?
6. Describe any *three* tools in Page maker ?
7. What is text wrap ? How to setup text wrap ?
8. How we can create charts using MS Excel ?
9. Explain Pivot Table.
10. How do we insert an online picture in a worksheet ?

(10 × 1 = 10)

Part B

*Answer eight questions.
Each carries 2 marks.*

11. Explain what is meant by the term File Generations ? Explain with the help of suitable example.
12. Explain different applications of Information technology.
13. What do you meant by Data processing ?
14. What is Mail merge ? Explain.

Turn over

15. Explain creating a table using Design view and Form wizard view ?
16. What are the different fill options in Page maker ?
17. How will you rotate text in Page maker ?
18. Explain working with layers in Page maker ?
19. What is a chart and explain different Steps for inserting a chart in Excel ?
20. What is 'Go to' command ?
23. How we can modify the Table Excel ?
22. Define a macro in Excel.

(8 × 2 = 16)

Part C

*Answer six questions.
Each carries 4 marks.*

23. Explain what is meant by the term File Generations ? Explain with the help of suitable example.
24. Describe use of Computer System for business applications ?
25. Explain Paragraph menu in MS Word.
26. Describe the advantages of Page maker.
27. Explain the uses of Page maker.
28. Describe the various features in Page maker.
29. What are the features of MS Excel ?
30. Discuss data management in MS Excel.
31. Describe the functionalities of functions and macros used in MS Excel.

(6 × 4 = 24)

Part D

*Answer two questions.
Each carries 15 marks.*

32. Discuss the word processor and electronic spread sheet applications.
33. Explain in detail mail merge feature for labels and envelopes in MS Word.
34. Describe on importing text and working with layers in Page maker.
35. How do we create and format Pivot tables in MS Excel ? Explain in detail.

(2 × 15 = 30)