

E 7910

(Pages : 3)

Reg. No.....

Name.....

B.Sc. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2014

Second Semester

Vocational Course—WORD AND DATA PROCESSING PACKAGES

(Prior to 2013 Admissions)

Vocational Subject—Computer Applications of Model II B.Sc. Physics

Time : Three Hours

Maximum Weight : 25

Part A (Objective Type Questions)

Answer all questions.

Each bunch of four questions carries a weight of 1.

Bunch I

Fill in the blanks using appropriate words.

1. Word templates are document files saved to disk with the file extension ———.
2. The area between the first character in a cell and the left edge of the cell in a table is called the ——— bar.
3. To close a workbook ——— is used.
4. Set of worksheets are called ———.

Bunch II

Choose the most appropriate alternative.

5. ——— are used to group related information on a slide.
 - (a) Bulleted.
 - (b) Titles.
 - (c) Grouping.
 - (d) None of these.
6. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called ———.
 - (a) Carriage return.
 - (b) Enter.
 - (c) Word wrap.
 - (d) None of the above.
7. Autotext and Autocorrect are ——— tools.
 - (a) Styling.
 - (b) Editing.
 - (c) Designing.
 - (d) None of the above.
8. MS-EXCEL is a :
 - (a) Word processing package.
 - (b) Spreadsheet package.
 - (c) Graphics package.
 - (d) DBMS.

Turn over

Bunch III

State whether True or False.

9. By using the "show" command, makes it easier to see the document layout problems.
10. Spell checker understands the context in which the word is used in the sentence and corrects it.
11. Justification reduces the ragged appearance of unjustified text and allows you to fit more text on a page.
12. Editing text in MS-WORD includes inserting only.

Bunch IV

State whether True or False.

13. It is not possible to set the column height and row heights in EXCEL.
14. In EXCEL, charts can be resized and moved in the worksheet.
15. The Autosave function in MS-WORD, helps to save the document automatically after a certain interval of time.
16. The toolbar in MS-WORD provides a shortcut way of accessing commands.

(4 × 1 = 4)

Part B (Short Answer Type Questions)

*Answer any five questions briefly.
Each question carries a weight of 1.*

17. Write the steps to insert a page break.
18. What are the various display views available in WORD ?
19. What are the steps to add Header and Footer toolbar method ?
20. What are the Master Pages in PageMaker ? Explain.
21. What is Control Palette ? What is its use ?
22. Explain record macro.
23. What are the differences between "save" and "save as" ?
24. Explain data menu.

(5 × 1 = 5)

Part C (Short Essays/Problems)

*Answer any four questions.
Each question carries a weight of 2.*

25. What is word processor ? Give important features of the popular word processors.
26. What are the basic steps for printing a document ? Also explain how to protect documents.
27. Explain paragraph specifications in Type menu in PageMaker.
28. Discuss fill and stroke palette in element menu in PageMaker.

29. Describe the data and string functions in EXCEL.
30. How to work with scenarios in EXCEL ? Explain.

(4 × 2 = 8)

Part D (Essay Type Questions)

Answer any two questions.

Each question carries a weight of 4.

31. Write a macro that is run using the shortcut Ctrl + F for formatting the files in MS-WORD as :
 - (i) Change the left margin of the entire files as 1.5 inches.
 - (ii) Change the line spacings to 2 (double line).
 - (iii) Change the format of file in 3 columns.
32. Explain all the available features of control palette and their applications.
33. Explain the following category with their syntax and applications :—
 - (i) Logical function.
 - (ii) Database function.
 - (iii) String function.

(2 × 4 = 8)