

E 3147

(Pages : 3)

Reg. No.....

Name.....

B.Sc. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2012

Second Semester

Vocational Course—WORD AND DATA PROCESSING PACKAGES

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

Time : Three Hours

Maximum Weight : 25

Part A

Answer all questions.

It contains 4 bunches of 4 objective type questions.

Each bunch carries of a weight of 1.

BUNCH I

Fill in the blanks :

1. _____ is the extension of excel files.
2. round (78.748,2) will return _____.
3. _____ keyboard shortcut holds selected text ?
4. _____ is the minimum number of rows and columns that a word table can have ?

BUNCH II

Fill in the blanks :

5. Roman (7), it will return _____.
6. _____ process should be used to recall a document saved previously.
7. _____ is the shortcut for REDO.
8. All formulas and functions will present using _____ symbol.

BUNCH III

Fill in the blanks :

9. ABS (- 45676). It will return _____.
10. In mail merge, to get the data, we either create/open the _____ for record.
11. All macro keyboard shortcuts include the _____ key.
12. The LEN function does, what ?

Turn over

BUNCH IV

13. Using Insert menu you can insert various objects such as page numbers, footnotes, picture frames etc.
14. Using Tools menu you can access to various utilities of word such as spell check, macros and mail merge etc.
15. End key is pressed to get the end of a document.
16. You can combine cell references and functions into one formula.

 $(4 \times 1 = 4)$ **Part B (Short Answer)**

Answer any **five** questions.

Each question carries a weight of 1.

17. What are the Master Pages in PageMaker ?
18. Explain the processing of finding a text.
19. What are the difference tabs in a word ?
20. What is a column guide in PageMaker ? Explain.
21. Describe a procedure to create a column.
22. What is the function of UNDO command ?
23. Explain form, text of columns.
24. How do you print a document in word ?

 $(5 \times 1 = 5)$ **Part C (Short Essays)**

Answer any **four** questions.

Each question carries a weight of 2.

25. How to change the document margins in a word document ? Also explain, Gutters facilitate Binding.
26. What is a column guide in PageMaker ? Explain.
27. What are the basic steps for printing a document ? Also explain how to protect documents.
28. Explain any *two* statistical functions.
29. What are the steps to add Header and Footer toolbar method ?
30. Differentiate the Print and Print preview.

 $(4 \times 2 = 8)$

Part D (Essay Type Questions)

Answer any **two** questions.
Each question carries a weight of 4.

31. What is Control Palette ? Explain with respect to characters in PageMaker.
32. Explain the process of data collection.
33. What are the uses of computer system in business application ?

(2 × 4 = 8)

Part A

Answer all questions.

It consists of 10 objective type questions.
Each question carries a weight of 1.

Fill in the blanks.

1. _____ is the extension of excel files.

2. round (78.743.2) will return _____.

3. _____ is the shortcut to select text.

4. _____ is the value for number of rows and columns that _____.

5. _____

Fill in the blanks.

6. _____

7. _____ is the shortcut for REDO.

8. _____ is the shortcut for REDO.

9. All macros and functions will protect _____.

10. _____

Fill in the blanks.

11. _____ is the shortcut for REDO.

12. To mail merge _____ data, we either create _____ or _____.

13. All macro keys and shortcuts include the _____.

14. The _____ function does _____.