

E 1408

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Reg. No.....

Name.....

**C.B.C.S.S. – B.Sc. DEGREE EXAMINATION, APRIL 2011**

**Second Semester**

Vocational Course – WORD AND DATA PROCESSING PACKAGES

(For the Vocational Subject Computer Applications of Model II B.Sc. Physics)

Time : Three Hours

Maximum Weight : 25

**Part A**

*Answer all questions.*

*It contain 4 bunches of 4 objective type questions.*

*Each bunch carries of a weight of 1.*

**BUNCH I**

*Fill in the blanks.*

1. \_\_\_\_\_ is the file extension of MS-Word document.
2. When a formatted number does not fit within a cell, it displays \_\_\_\_\_.
3. Data can be arranged in ascending or descending order by using \_\_\_\_\_.
4. \_\_\_\_\_ type of software is used for creating letters papers and other documents.

**BUNCH II**

*Fill in the blanks.*

5. \_\_\_\_\_ is the following is concatenating operator.
6. Red triangle at the top right corner of a cell indicates \_\_\_\_\_.
7. To select multiple non-adjacent cells in a worksheet you will click them holding \_\_\_\_\_.
8. \_\_\_\_\_ does the Ctrl + I shortcut key accomplish in MS-Word.

**BUNCH III**

*Fill in the blanks.*

9. Shortcut key for copy and paste is \_\_\_\_\_ and \_\_\_\_\_.
10. In H2O the figure 2 must be appeared lowered. \_\_\_\_\_ effect has been applied to appear 2 to be lowered in H2O figure.
11. Drop Cap is used for \_\_\_\_\_.
12. \_\_\_\_\_ menu should be used to create new footnotes.

**Turn over**



**BUNCH IV**

*State whether true or false.*

13. Window menu allows you to work with two documents simultaneously.
14. Using the Edit option you can switch over from Normal mode to Outline mode.
15. Press Ctrl + Shift + Enter to break the column.
16. SUMIF function adds up cell values based on a condition.

(4 × 1 = 4)

**Part B (Short Questions)**

*Answer any five questions.*

*Each question carries a weight of 1.*

17. What is a record in a database?
18. How do you save a document in word?
19. Differentiate the following : (a) Save ; (b) Save As ; (c) As workspace.
20. Explain any two numeric functions in Excel.
21. Explain page setup option in a word.
22. Explain the processing of a finding a text.
23. What is the purpose of header and footer?
24. Explain Paragraph Specifications in Type menu in PageMaker.

(5 × 1 = 5)

**Part C (Short Essays)**

*Answer any four questions.*

*Each question carries a weight of 2.*

25. Discuss Fill and Stroke Palette in Element Menu in PageMaker.
26. Explain format menu in Excel.
27. Write a step to create a chart.
28. Describe the various options available in the main menu bar of MS-Word.
29. Explain any five application area for MS Excel.
30. What are the steps in adding borders and shading to a table?

(4 × 2 = 8)

**Part D (Essay Type Questions)**

*Answer any two questions.*

*Each question carries a weight of 4.*

31. Explain Indenting text, Tab stops, Line spacing, Paragraph spacing, borders and shading.
32. Explain pivot table and pivot chart report.
33. Discuss the concept of Auto filter and Advanced filter of Excel.

(2 × 4 = 8)