

B.Sc. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2016**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 question carries 1 mark.*

1. What are problems while accessing ordered Sequential files ?
2. Validation and Verification help to reduce the errors when inputting data. Justify the statement.
3. What do you mean by cross reference in MS Word ?
4. Explain Story Editor in Page Maker.
5. Briefly explain the different types of text alignments available in Page Maker.
6. What do you mean by control palette in Page Maker ?
7. Explain any four functions available in MS Excel.
8. How to convert a chart into another chart type in MS Excel ?
9. How do we use the slicer to filter Pivot Table reports ?
10. Briefly explain Sparklines in MS Excel.

(10 × 1 = 10)**Part B***Answer any eight questions.**Each question carries 2 marks.*

11. List down some important rules for backing up files.
12. Explain Difference between data and information
13. What are different views in MS Word ?
14. Write short note on symbol and write steps for inserting symbol.
15. Explain Indents/Tabs in Page Maker.
16. How will you reverse text in Page Maker ?
17. How do we print a new document in Page Maker ?
18. Explain the option 'Fill and Stroke' dialog box in Page Maker.

Turn over

19. Explain Formatting text in Power Point presentation.
20. Explain inserting a Table in Excel.
21. Write steps for create a table using Design view.
22. Explain Goal Seek.

(8 × 2 = 16)

Part C

*Answer any six questions.
Each question carries 4 marks.*

23. Explain different types of files with the help of suitable examples.
24. How to use mail merge feature for labels and envelopes ? Discuss in detail.
25. Briefly explain table menu in MS Word.
26. Explain Story Editor in Page Maker.
27. Explain in detail on creating, printing and saving new document.
28. Discuss Rulers and Guides in Page Maker.
29. Explain some functions in Excel.
30. Describe charts and graphics used in MS Excel. What are the basic features in it ?
31. Define a Macro. Write down the steps to record a new macro.

(6 × 4 = 24)

Part D

*Answer any two questions.
Each question carries 15 marks.*

32. Describe the following terminology used in Data Processing :
 - (a) Data Collection.
 - (b) Preparation.
 - (c) Verification.
 - (d) Editing.
 - (e) Checking.
33. What are the basic tools and applications of Page Maker ? Explain in detail.
34. Explain Links Manager in file menu of Page Maker.
35. Describe the various features of charts and graphics used in MS Excel. Explain its functionalities.

(2 × 15 = 30)