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

Second Semester

Vocational—WORD AND DATA PROCESSING PACKAGE

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

[2013 Admissions]

Time : Three Hours   Maximum : 60 Marks

Candidates can use non-programmable scientific Calculators / Mathematical tables.

Part A (Very Short Answer Questions)

*Answer **all** questions briefly.*
Each question carries 1 mark.

1. What is a template ? What are its applications ?

2. What do you mean by electronic spreadsheet ? Where it is used ?

3. How will you scale a document to fit on different paper sizes ?

4. Explain work book and work processor.

5. What is a column guide in PageMaker ? Explain.

6. Explain fill option in edit menu of EXCEL.

7. What do you mean by conditonal formatting ?

8. Differentiate between Paste and Paste special.

$(8 \times 1 = 8)$

Part B (Brief Answer Questions)

*Answer any **six** questions.*
Each question carries 2 marks.

9. Explain destination cell and their functions.

10. Describe (i) Master pages and (ii) Column guide in PageMaker. Give examples.

11. How will you create your own custom list ? Explain with the help of examples.

12. Explain form, text of columns. Describe the procedure to create a column.

13. With the help of suitable examples, explain the autofill features of MS-Excel.

14. What is a column guide in PageMaker ? Explain.

15. Explain the analysis of spreadsheet data using Goal seek.

16. What are the different data filtering options in MS-Excel ? Explain with examples.

Turn over

17. Explain mail merge facility of MS-Word.

18. Describe how will you copy a formula in MS-Excel.

$(6 \times 2 = 12)$

Part C (Short Essays/Problems/Derivations)

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

19. Describe any two ways of running a macro in Excel.

20. Explain the method of formatting objects, colors and lines in Excel.

21. Describe the rulers and guides and their functioning in PageMaker.

22. Explain, with examples, how macros are created and stopped.

23. Describe how graphics can be done using templates and wizards.

24. Show how tracking can be done in PageMaker. Where it finds use ?

$(4 \times 4 = 16)$

Part D (Long Answer Questions/Essays)

Answer any **two** *questions in detail.*
Each question carries 12 marks.

25. What are the applications of computers in business ? Discuss with practical cases.

26. What is Control Palette ? Explain its functions and applications with respect to characters in PageMaker.

27. Explain the process of data collection, giving suitable examples.

28. Explain how macros are created, run, assigned to graphic object and buttons. What are their advantages ?

$(2 \times 12 = 24)$