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Reg. No...............................

Name..................................

B.Sc. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2015

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 : 80 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 Wizard ? What are its uses ?

2. What is formatting ? Why it is necessary ?

3. Explain the different ways of navigation through a word document:

4. Explain process of finding a text.

5. How will you indent text using ruler in PageMaker ?

6. What is the function of UNDO Command ?

7. How can you protect a Workbook ?

8. Explain Goal seek in EXCEL.

9. Show how to set Heading levels and outline numbers in Word ?

10. How can a macro be created using macro editor ?

$(10 \times 1 = 10)$

Part B (Brief Answer Questions)

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

11. Describe how will you apply borders to a group of cells.

12. Describe various features of PageMaker.

13. Explain the steps involved in creating, saving and printing new PageMaker document.

14. What are the basic steps for printing a document ? Also explain how to protect documents.

15. With the help of examples, explain applications of electronic spread sheet.

Turn over

16. Explain different methods of sorting a document in MS-EXCEL.

17. Describe an easiest way to create a new e-mail message in MS-Word.

18. Explain the steps of creating r-sum using a template.

19. Show how will you change the document margins in a word document ? Also, explain how Gutters facilitate Binding ?

20. Explain the steps to add Header and Footer toolbar method ?

21. Show how will you create and format table in word ?

22. Describe the Autosum features of MS-EXCEL.

$(8 \times 2 = 16)$

Part C (Short Essays/Problems/Derivations)

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

23. How will you insert a picture into a document in PageMaker ? Explain.

24. Explain the method of checking spelling and grammar mistakes in word ?

25. Explain the function and application of control palette.

26. What are the different numbering features available in PageMaker ? Explain.

27. Describe the applications of computers in business.

28. Discuss how mail merge features can be used for labels and envelopes.

29. What is concatenation ? Explain with an example. What is its application ?

30. How data base is created in Excel ? Describe with an example.

31. Explain the method of formatting objects, lines and colours in Excel.

$(6 \times 4 = 24)$

Part D (Long Answer Questions/Essays)

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

32. Describe the various mailing features and their uses in MS-Word.

33. Show how graphics can be improved using templates and wizards ? Discuss with suitables examples.

34. Describe any six functions and their usages, in Excel.

35. Explain Pivot table ? How it is created and formatted. What are its applications ?

$(2 \times 15 = 30)$