

E 2261

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Reg. No.

Name.....

B.Sc. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2018

Second Semester

Vocational Course—WORD AND DATA PROCESSING PACKAGE

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

(2013-2016 Admissions)

Time : Three Hours

Maximum Marks : 80

Part A

Answer all questions briefly.

Each question carries 1 mark.

1. Define record.
2. What is meant by drop cap ?
3. What are the commands used for saving a document in MS-Word ?
4. What is Find and Replace in MS-Word ?
5. What is Undo and Redo ?
6. What is cropping in page maker ?
7. What are the steps to print a page maker document ?
8. What is workbook in MS-Excel ?
9. Define macro.
10. What is row ? How can its height be changed ?

(10 × 1 = 10)

Part B

Answer any eight questions.

Each question carries 2 marks.

11. What are the uses of computer system for business applications ? Explain.
12. Write short notes on bullets and numbering.
13. What is protection ? Write down the steps for protecting your document.
14. What are the techniques available in MS-Word to apply different styles to the text of a document ?
15. Briefly explain the steps for creating header and footer in MS-Word.

Turn over

16. Write a note on paragraph menu in MS-Word.
17. Briefly explain the properties of page maker.
18. How will you rotate text in page maker ? Explain.
19. What are the different fill options in page maker ? Explain.
20. Briefly explain any two arithmetic functions of MS-Excel.
21. Differentiate between merge cell and wrap text in MS-Excel.
22. Write a note on FILTER utility in MS-Excel.

(8 × 2 = 16)

Part C

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

23. Explain various features available in word processing application.
24. Explain the basic steps performed in word processing applications.
25. Write a note on cut, copy, paste and format painter.
26. Explain the procedure for working with layers in page maker.
27. Write a detailed note on applications of rulers and guides in page maker.
28. Describe the various features in page maker.
29. Explain the basic operations performed in worksheets.
30. Write a detailed note on analysis of spreadsheet data.
31. Explain various database management functions performed in MS-Excel.

(6 × 4 = 24)

Part D

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

32. What is meant by data processing ? Explain the various operations performed in data processing.
33. What is mail merge ? Explain in detail about mail merge feature for labels and envelopes in MS-Word.
34. Explain in detail about the basic tools and its applications in page maker work space.
35. What is meant by Pivot tables? Explain the procedure for creating and formatting Pivot tables in MS-Excel.

(2 × 15 = 30)