

**E 7423**

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Reg. No.....

Name.....

**B.A. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2019**

**Second Semester**

B.A. Economics—Vocational (Model II)

Complementary Course—MS OFFICE PACKAGES

(2013—2016 Admissions)

Time : Three Hours

Maximum Marks : 60

**Part A (Short Answers)**

*Answer all questions.*

*Each question carries 1 mark.*

1. What is quick access tool bar ?
2. What is drag and drop ?
3. Define cell address.
4. What is word art ?
5. What is Autosum ?
6. What is the use of clipboard ?
7. What is thesaurus ?
8. What is the use of IPMTCS.

(8 × 1 = 8)

**Part B**

*Write short notes on any six questions.*

*Each question carries 2 marks.*

9. What are the alignment options available in word ?
10. Explain the difference between absolute addressing and relative addressing.
11. What are the different ways in which you can select a text ?
12. Write the steps for inserting and deleting rows in a worksheet.
13. How to open an existing word document ?
14. Explain the use of format painter.

Turn over

15. How to change the column width of a table in word ?
16. Write the steps to add overlay charts in excel.
17. How to change the font in word ?
18. Write a short note on data map.

(6 × 2 = 12)

### Part C

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

19. Explain the process of recording and running macros in MS Word.
20. How is page setup done in Excel ?
21. Explain the different template types used in word.
22. Write the steps to resize and position graphic objects in excel.
23. Explain about multi-column document.
24. What is area chart ? How will you insert area chart in excel ?

(4 × 4 = 16)

### Part D (Essays)

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

25. Explain the components of microsoft excel window.
26. How can you insert tables in word ? Explain the different operations performed in a table.
27. Explain the different types of charts in excel. Write the steps to create a chart in excel.
28. Explain the character formatting and paragraph formatting options in word.

(2 × 12 = 24)