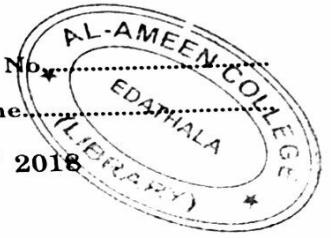


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Reg. No.

Name.....



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

Second Semester

B.A. Economics — Vocational (Model II)

Complementary Course—MS OFFICE PACKAGES

(2013 to 2016 Admissions)

Time : Three Hours

Maximum : 60 Marks

Part A (Short Answers)

Answer all questions.

Each question carries 1 mark.

1. How will you set tab stops in a word document ?
2. What is the advantage of auto format option in MS Word ?
3. What would you do to check the spelling mistakes in a word document ?
4. How to change the row height in a table ?
5. What are the basic steps for printing a document ?
6. What is Excel slide show ?
7. Explain how to name a cell in a worksheet.
8. What is auto fill option in MS-Excel ?

(8 × 1 = 8)

Part B

Write short answers on any six questions.

Each question carries 2 marks.

9. Briefly explain parts of a word window.
10. Explain the usage of EXT and OVR modes while entering text in MS-Word.
11. Write note on the use of find and replace option in MS-Word.
12. Explain with all options, inserting page breaks in Microsoft Word.
13. Explain how to insert header and footer to a word document.
14. Write note on adding borders and shading to MS-Word document.
15. Explain the methods for copying a formula from one cell to another.
16. Write note on any two auditing tools.
17. Explain how to nest a function within another function in MS-Excel.
18. Write note on the available number formats for formatting numbers in MS-Excel.

(6 × 2 = 12)

Turn over

Part C

*Write short answers on any four questions.
Each question carries 4 marks.*

19. Explain how to create a table in MS-Word
20. Write note on paragraph formatting option in MS-Word.
21. Explain how to adjust the spacing between a list bullet or number and the text.
22. Write note on various templates in MS-Word.
23. Explain how graphics can be included in MS-Word document.
24. Differentiate between relative and absolute cell referencing techniques with the help of example.

(4 × 4 = 16)

Part D

*Write essays on any two questions.
Each question carries 12 marks.*

25. Explain mail merge in MS-Word.
26. Explain recording, editing and running macro in MS-Word.
27. How are charts useful in Excel ? Compare any five chart types available in Excel.
28. Write three examples of functions from each of the following category :

(i) Logical functions ; (ii) Mathematical functions ; (iii) Statistical functions ; (iv) Date and time functions ; (v) Text functions.

(2 × 12 = 24)