

S.No. 2027

12UCAS02/
12UCSS02

(For the candidates admitted from 2012–2013 onwards)

B.C.A., B.Sc. DEGREE EXAMINATION,
APRIL/MAY 2018.

Fourth Semester

SBEC II — EXPLORING ON WORD

(Common for Computer Science)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is the use of title bar?
2. What is Orientation?
3. How to select a paragraph?
4. Define Field.
5. What do you mean by Document Inspector?
6. What is the use of Character styles?
7. What is column break?

8. What is the use of Sort button?
9. How to customize a table?
10. What do you mean by linked object?

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Explain about different views of a Document.
Or
(b) Discuss about Previewing a Document.
12. (a) Write the steps to Inserting Saved Text.
Or
(b) How to find the Most Appropriate Word? Explain.
13. (a) Write short notes on AutoCorrect and Spelling and Grammar features.
Or
(b) Discuss about Font Attributes.
14. (a) Explain about how to Format Text.
Or
(b) Discuss about the basic methods for manipulating tables.

15. (a) Explain about how to create a formula in a word table.

Or

- (b) How to Insert Excel Data? Explain.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss about Creating and Saving a Document.
17. Briefly explain about Reorganizing a Document Outline.
18. Discuss in detail about Finalizing a Document.
19. Write the steps for Creating and Modifying List.
20. Explain about how to Control Page Layout using Table.