(6 pages)

Reg. No. : ....

Code No. : 1072   **Sub. Code : BCT 3**

CERTIFICATE COURSE IN BUSINESS
COMMUNICATION EXAMINATION, APRIL 2023.

Non Semester

MS-WORD

(For those who joined in July 2005 onwards)

Time : Three hours   Maximum : 100 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. What is the full form of CPU?

    (a) Computer Processing Unit

    (b) Computer Principle Unit

    (c) Central Processing Unit

    (d) Control Processing Unit

2. Which of the following computers are lower than mainframe computers in terms of speed and storage capacity?

    (a) Mainframes   (b) Hybrid

    (c) Mini   (d) Super

3. Which of the following is not a font style?

    (a) Bold   (b) Italics

    (c) Regular   (d) Superscript

4. Ctrl + I is used to ——————.

    (a) Italic   (b) Left Indent

    (c) Save Document   (d) Close Document

5. Portrait and Landscape are ——————.

    (a) Page Orientation   (b) Paper Size

    (c) Page Layout   (d) All of above

6. To view headers and footers, you must switch to ——————.

    (a) Normal view   (b) Print layout view

    (c) Print preview mode (d) Both (b) and (c)

7. _____ create a batch of documents that are personalized for each recipient.

   (a) Mail merge   (b) Document View

   (c) Data Source   (d) Data Base

8. Which of the following features is used to arrange the records in a data source before merging?

   (a) Filter

   (b) Sort

   (c) Auto Check for Errors

   (d) Match Fields

9. In MS Word, insert footnote appears on _____ tab.

   (a) Insert   (b) Review

   (c) References   (d) Layout

10. MS Word has a feature that lets you to _____ document with a password so that nobody can open the file without supplying the password.

    (a) Encrypt   (b) Decrypt

    (c) Protection   (d) All the above

PART B — (5 × 6 = 30 marks)

Answer ALL questions, choosing either (a) or (b).

11. (a) Explain the Generation of Computers in detail.

    Or

    (b) Discuss about Application Software.

12. (a) How can you create a word documents? Discuss.

    Or

    (b) Mention the important of Text Alignment.

13. (a) Mention the advantages of page numbers in MS Word.

    Or

    (b) How can you set Header and Footer in MS Word?

14. (a) What the steps for creating a new Data Source in word.

    Or

    (b) Explain the Merging Documents in word.

15. (a) How can you generate a table of contents? Explain.

Or

(b) Write a short notes on highlights in word.

PART C — (5 × 12 = 60 marks)

Answer ALL questions, choosing either (a) or (b).

16. (a) Write the difference between Primary Memory and Secondary Memory.

Or

(b) Explain the types of output devices in detail.

17. (a) Explain the advantages of MS Word in detail.

Or

(b) How can you add Bullets and Numbering in MS-Word? Explain.

18. (a) Explain the text formatting techniques with examples.

Or

(b) Enumerate the steps to construct a table in documents.

19. (a) Explain the steps for mail merge in word.

Or

(b) How do you create catalogs and lists? Explain with examples.

20. (a) Enumerate the steps for document protection.

Or

(b) What are the steps to create form using MS Word?

——————