

(6 pages)

**Reg. No. : .....**

**Code No. : 20553 E      Sub. Code : JNCA 4B/  
SNCA 4 B**

U.G. (CBCS) DEGREE EXAMINATION, APRIL 2021

Fourth Semester

Computer Applications

Non-Major Elective — MS-WORD

(For those who joined in July 2016 onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer.

1.    Ctrl + O
  - (a)    Save Document      (b)    Print Document
  - (c)    Close Document      (d)    Open Document
  
2.    Which of the following is not a type page margin?
  - (a)    Left                      (b)    Right
  - (c)    Center                    (d)    Top

3. Ctrl + E
- (a) Exit Application      (b) Select All
  - (c) Clear All              (d) Align Center
4. How to save a document with a new name?
- (a) Press Ctrl + S
  - (b) Click File, Save
  - (c) Click Tools, Options, Save
  - (d) Click File, Save As
5. You cannot close MS Word application by
- (a) Choosing File menu then Exit submenu
  - (b) Press Alt + F4
  - (c) Click X button on title bar
  - (d) From File menu choose Close submenu
6. Which feature do you use to create a newspaper like document?
- (a) Bullets and numbering
  - (b) Tables
  - (c) Columns
  - (d) Tab stops

7. Which of the following is not available in Font Spacing?
- (a) Normal                      (b) Loosely  
(c) Condensed                  (d) Expanded
8. Which key is used to increase left indent?
- (a) Ctrl + I                      (b) Ctrl + M  
(c) Alt + I                        (d) F10
9. What is the shortcut key for “Font” dialog box?
- (a) Ctrl + F  
(b) Ctrl + D  
(c) Ctrl + G  
(d) None of the above
10. Each time the \_\_\_\_\_ key is pressed, the paragraph formatting in the previous paragraph is carried forward to the next paragraph.
- (a) enter                          (b) shift  
(c) ctrl                            (d) alt

SECTION B — (5 × 5 = 25 marks)

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

Each answer should not exceed 250 words.

11. (a) Discuss various applications of MS WORD.

Or

- (b) Explain fonts and font styles.

12. (a) Write the necessary steps to create and save a new document.

Or

- (b) Explain in detail about the finding and replacing the text with example.

13. (a) Explain about Thesaurus.

Or

- (b) Explain page formatting.

14. (a) Explain outline creation in word.

Or

- (b) How to do the following in Word document?

- (i) Insert page number

- (ii) Insert page break

15. (a) Write about the various function of picture tool bar in MS WORD.

Or

- (b) What are the views available in MS Word and Explain each?

SECTION C — (5 × 8 = 40 marks)

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

Each answer should not exceed 600 words.

16. (a) Explain word opening screen in detail.

Or

- (b) Explain briefly about the features of MS Word.

17. (a) Write the steps in design your biodata using with MS Word.

Or

- (b) How do we the following using MS-word?
- (i) Insert Bullets
  - (ii) Inserting clip art

18. (a) Explain in detail about Window Elements of MS-Word.

Or

- (b) Explain the concepts of mail merge in detail.
19. (a) Explain briefly about header and footer with necessary diagram.

Or

- (b) Describe the following :
- (i) Word wrapping
  - (ii) Spell checking.
20. (a) Explain how one can read Tamil fonts in Word.

Or

- (b) Explain the creation and printing of envelopes.
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