(6 Pages)

Reg. No. : ....

Code No. : 30591 E   Sub. Code : ANCA 42

U.G. (CBCS) DEGREE EXAMINATION, APRIL 2022

Fourth Semester

Computer Application — Core

Non Major Elective — MS.WORD

(For those who joined in July 2020 onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. ——————— cannot be used to work in MS office.

   (a) Joystick   (b) Scanner

   (c) Light pen   (d) Mouse

2. Microsoft word is a ———————

   (a) Computer Hardware Program

   (b) Computer Non-application Program

   (c) Computer Application Program

   (d) Computer Micro Program

3. Which feature starts a new line whenever a word or sentence reached a border?

   (a) Text line   (b) New line

   (c) Text wrapping   (d) Text align

4. The direction of a rectangular page for viewing and printing is called ———————

   (a) Orientation   (b) Direction

   (c) Print layout   (d) Preview

5. What is the default page for viewing and printing is called

   (a) Letter   (b) A4

   (c) Legal   (d) A5

6. If you need to change the type face of a document, which menu will you choose?

   (a) Edit   (b) View

   (c) Format   (d) Tools

7. Which can be used for quick access to commonly used commands and tools?

   (a) Status bar   (b) Tool bar

   (c) Menu bar   (d) Title bar

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8. Ctrl + N is used to —————

   (a) Save document   (b) Open document

   (c) New document   (d) Close document

9. What are inserted as cross-reference in Word?

   (a) Placeholders   (b) Bookmarks

   (c) Objects   (d) Word fields

10. When sharing data in Office, the ————— document is the document in which the data was first entered.

   (a) Source   (b) Destination

   (c) Original   (d) Primary

PART B — (5 × 5 = 25 marks)

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

Each answer should not exceed 250 words.

11. (a) What are the advantages of MS Word?

Or

   (b) Write the name of alignments, which are available in MS-Word 2007.

12. (a) How can you correct the spelling and grammatical mistakes in MS Word?

Or

   (b) Write the steps to create a new document.

13. (a) How can you add columns to an existing table in MS Word?

Or

   (b) Describe the options available in reference panel.

14. (a) What are the advantages of macro? Describe.

Or

   (b) Write down the assign character styles in MS Word 2007.

15. (a) How can you print your document via Quick print feature of printing?

Or

   (b) Explain the alignment of text in MS Word 2007.

PART C — (5 × 8 = 40 marks)

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

Each answer should not exceed 600 words.

16. (a) Write down the procedure of disabling automatic spell checking? How do you check spelling?

Or

(b) How to save a document as word 2007? Give example.

17. (a) What are the uses of header and footer in MS Word? Explain.

Or

(b) Illustrate the steps to connect your documents to business information.

18. (a) What are the options available in insert panel? Explain.

Or

(b) How will you apply borders and shading in MS Word 2007? Explain.

19. (a) Explain the steps to add AutoCorrect entries without formatting.

Or

(b) Compare the footnotes and endnotes in MS Word document.

20. (a) How will you splitting document into two panes? Describe.

Or

(b) How will you set page numbers in MS Word document? Give example.

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