

(6 pages)

Reg. No. :

Code No. : 70072

Sub. Code : BCT 3

**CERTIFICATE COURSE IN BUSINESS
COMMUNICATION EXAMINATION, APRIL 2022.**

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. Values of normal margin (in inches) in ms-word is
 - (a) left-0.5, right-0.5, top-0.5, bottom-0.5
 - (b) left-0.75, right-0.75, top-0.5, bottom-0.5
 - (c) left-1, right-1, top-1, bottom-1
 - (d) left-1.5, right-1.5, top-1, bottom-1

2. Which tool can be opted for a synonym word in a document?

(a) Auto text	(b) Replace
(c) Thesaurus	(d) Restore

3. LAN stands for _____

(a) Limited Area Network
(b) Logical Area Network
(c) Local Area Network
(d) Large Area Network

4. Ctrl + Y is the short cut key for:

(a) Undo the last action
(b) Paste the selected text
(c) Cut the selected text
(d) Redo the last action

5. The shortcut command of 'copy' in word:

(a) Ctrl+A	(b) Ctrl+C
(c) Ctrl+V	(d) Ctrl+S

6. For creating a hanging Indent, the short cut key is:

(a) Ctrl+I	(b) Ctrl+T
(c) Ctrl+H	(d) Ctrl+G



7. What is the short cut key to open saved documents?

- (a) Shift+F12 (b) Alt+F12
(c) Ctrl+O (d) Ctrl+Shift+F12

8. _____ is used to reduce or enlarge the print.

- (a) Landscape (b) Portrait
(c) Superscript (d) Scaling

9. How many font styles will appear in Font box in default?

- (a) 2 (b) 4
(c) 6 (d) 8

10. Auto correct is the option to replace _____ words.

- (a) Abbreviated (b) Misspelled
(c) Lengthy (d) Raised

PART B — (5 × 6 = 30 marks)

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

11. (a) Explain the components of a Computer.

Or

(b) Differentiate Input devices and output devices.

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12. (a) Write a short note on Application software.

Or

(b) Explain the importance of Text alignment.

13. (a) What is water mark in word document?

Or

(b) Discuss various alignments in MS Word.

14. (a) What is text formatting?

Or

(b) Explain the steps to change the text case.

15. (a) How can you insert a Table in word? Explain the steps in detail.

Or

(b) Write down the keyboard shortcuts for the following functions:

- (i) Making fonts bold:
(ii) Making fonts underlines:
(iii) Making fonts italic:
(iv) Increasing font size:
(v) Making a paragraph right – aligned:

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PART C — (5 × 12 = 60 marks)

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

16. (a) Write an essay on History of Computer.

Or

- (b) Explain the importance of CPU in detail.

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

Or

- (b) Elucidate the different types of text alignment in MS word with suitable examples.

18. (a) Write a detail note on text Formatting techniques with examples.

Or

- (b) How can you restrict editing in document?

19. (a) Write the steps for mail merge.

Or

- (b) How do you merge main document and the source? Explain with examples.

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20. (a) Elucidate the steps for Document protection.

Or

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