

No. of Printed Pages : 03

Roll No.

34157

B.Sc. (NEP-2020) EXAMINATION, 2025

(Second Semester)

B23-CC-M2

WORD PROCESSING

Time : 3 Hours]

[Maximum Marks : 20

Before answering the question-paper, candidates must ensure that they have been supplied with correct and complete question-paper. No complaint, in this regard will be entertained after the examination.

Note : Attempt *Five* questions in all, selecting *one* question from each Unit. Question **1** is compulsory. All questions carry equal marks.

1. Write short notes on the following : **4×1=4**

(a) Subscript

(b) Close and Exit

(c) Status Bar

(d) Header

Unit I

2. What is word processing, and what are the uses of word processing ? 4
3. Explain the steps involved in creating and opening documents with a diagram. 4

Unit II

4. Describe the steps involved in formatting Paragraph in Word. 4
 - (a) Line spacing
 - (b) Paragraph spacing
5. Explain in detail about the features of Word with example : 4
 - (a) Bullet list
 - (b) Numbered list.

Unit III

6. Write the steps involved in inserting rows and columns in a table. 4
7. How can you format images or shapes inserted in a word-processed document ? Write the steps. 4

Unit IV

8. Explore the concept and utility of mail merge functionality in Word, highlighting its features and applications. 4
9. Define a data source in the context of mail merge and its role in the mail merge process. 4

