

**II Semester B.B.M. Examination, Dec. 2010/Jan. 2011**  
**BUSINESS DATA PROCESSING**

Time : 3 Hours

Max. Marks : 80

**SECTION – A**

Answer **any five** sub-questions. **Each** question carries **two** marks. **(2×5=10)**

1. A) What is a gutter filed and where it is located ?  
B) What are nested list ? How do you create them ?  
C) Where do you find a print preview button ?  
D) What is a macro ?  
E) How do you customize new workbook ?  
F) What is freeze pane ?  
G) What is formatting ?

**SECTION – B**

Answer **any four** questions. **Each** question carries **five** marks. **(4×5=20)**

2. Write the steps to move, copy and cut the text.
3. Write a note on formatting list.
4. What are the objectives of adding clip arts ?
5. How do you edit a graphic ?
6. How do you define a print area ?

**P.T.O.**

## SECTION – C

Answer **any five** questions. **Each** question carries **ten** marks.

**(10×5=50)**

7. Why is MS word used ?
  8. What are the different operations involved with tables explain all of them in detail ?
  9. How do you add an image from a file into your document ?
  10. How do you run a macro ? How do you generate a table of contents ?
  11. What are the interfaces of Excel ?
  12. What are styles ? How do you apply, modify and create a style ?
  13. Explain wizard.
  14. A) What are,
    - Graphics
    - Formula palette
    - Indent textB) Write shortcuts,
    - To justify a text
    - Go to end of document
    - Replace
-