

C 20022

(Pages : 3)

Name.....

Reg. No.....

SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2022

(CUCBCSS—UG)

B.Com.

BCM 6B 14—COMPUTER APPLICATION SPECIALIZATION III : OFFICE AUTOMATION
TOOLS

(2017 and 2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

Part A

*Answer all questions.
Each question carries 1 mark.*

Choose the correct answer :

1. To exit the PowerPoint :
 - (a) click the application minimize button.
 - (b) click the document close button.
 - (c) double click the applications control menu icon.
 - (d) double click the document control menu icon.
2. A file in Ms Excel is called _____.
 - (a) Work sheet.
 - (b) Work book.
 - (c) Work field.
 - (d) Work file.
3. Which of the following option is not available in Insert>> Picture ?
 - (a) Chart.
 - (b) Graph.
 - (c) Clip Art.
 - (d) Word Art.
4. Which item appears dimly behind the main body text ?
 - (a) Water Color.
 - (b) Background.
 - (c) Watermark.
 - (d) Back Color.
5. The process of arranging the items of a column in some sequence or order in MS Excel is known as _____.
 - (a) Auto complete.
 - (b) Autofill.
 - (c) Sorting.
 - (d) Filtering.

Turn over

Fill up the blanks :

6. A file which contains readymade styles that can be used for a presentation is called _____.
7. What is maximum zoom percentage in Microsoft Power Point ?
8. Expansion of HTML is _____.
9. An educational institution would generally have _____ as its domain name.
10. The process of trading goods over the Internet is known as _____.

(10 × 1 = 10 marks)

Part B

*Answer any **eight** questions.*

Each question carries 2 marks.

11. Mention two advanced functions of MS Excel.
12. Write the procedure for inserting recorded sound in Power Point.
13. What is TCP ?
14. What is a search engine ?
15. How do we merge the main document and the source in MS word ?
16. Mention any four financial function of MS Excel.
17. Which are the different templates in MS Word ?
18. Explain steps for creating table in MS Word.
19. How can we insert text into a drawing in Word ?
20. What is ISP ?

(8 × 2 = 16 marks)

Part C

*Answer any **six** questions.*

Each question carries 4 marks.

21. Explain spell check in MS Word.
22. Explain linking in MS Excel and its advantages.

23. Explain four applications of Internet.
24. What is Internet protocol suite ?
25. Explain Country Code Top Level Domain with example.
26. Explain Goal seek in MS excel with the steps to use.
27. What is the function of record in macros in MS Word and mention the steps for doing it ?
28. Explain second level domain with example.

(6 × 4 = 24 marks)

Part D

*Answer any **two** questions.
Each question carries 15 marks.*

29. Explain the process of formatting a MS Word document.
30. Explain how to create chart in MS Excel.
31. Explain the Internet protocol suite.

(2 × 15 = 30 marks)

C 1024

(Pages : 3)

Name.....

Reg. No.....

**SIXTH SEMESTER B.Com./B.B.A. DEGREE EXAMINATION
MARCH 2021**

(CUCBCSS—UG)

B.Com.

**BCM 6B 14—COMPUTER APPLICATION SPECIALIZATION—III—OFFICE
AUTOMATION TOOLS**

(2017 Admissions)

Time : Three Hours

Maximum : 80 Marks

Section A

Answer all questions.

Each question carries 1 mark.

1. _____ is a word processing application from Microsoft.
 - (a) MS Word.
 - (b) MS Access.
 - (c) MS Excel.
 - (d) None of the above.
2. Why headers and footers used in MS Word ?
 - (a) To enhance the overall appearance of the document.
 - (b) To mark the starting of a page.
 - (c) To make large document more readable.
 - (d) To allow page headers and footers to appear on document when it is printed.
3. In which view Headers and Footers are visible ?
 - (a) Normal View.
 - (b) Page Layout View.
 - (c) Print Layout View.
 - (d) Draft View.
4. The process of removing unwanted part of an image is called _____.
 - (a) Hiding.
 - (b) Bordering.
 - (c) Cropping.
 - (d) Cutting.
5. Text-styling feature of MS word is _____.
 - (a) WordColor.
 - (b) WordFont.
 - (c) WordArt.
 - (d) WordFill.

Turn over

Fill up the blanks :

6. The intersection of a column and a row on a worksheet called _____.
7. Functions in MS Excel must begin with _____.
8. Special effects used to introduce slides in a presentation are known as _____.
9. A program that is used to view Websites is called a _____.
10. The Internet was originally a project of agency.

(10 × 1 = 10 marks)

Section B

Answer at least five questions.

Each question carries 4 marks.

All questions can be attended.

Overall Ceiling 20.

11. How to insert page number in a Word document ?
12. Mention any *two* main applications of MS Excel.
13. What is the application of MS Power Point ?
14. What is auto format in MS Word ?
15. Explain the steps for changing line spacing in MS word.
16. What is URL ?
17. What is a Web server ?
18. Explain absolute and relative cell reference in MS Excel with example.
19. Explain steps of drawing in MS Power Point.
20. Mention any *four* mathematical functions in MS Excel.

(5 × 4 = 20 marks)

Section C

Answer at least four questions.

Each question carries 8 marks.

All questions can be attended.

Overall Ceiling 32.

21. What is Auto text in Word ?
22. Explain the procedure of adding animations in slides in MS Power Point.

23. Explain Domain Name System with example.
24. What is an IP address ?
25. Explain four applications of Internet in business.
26. Explain distributed computing.
27. Explain generic top level domain with examples.
28. Explain the steps for creation of headers and footers in word.

(4 × 8 = 32 marks)

Section D

Answer any one question.

The question carries 18 marks.

29. Explain the process of mail merge in MS Word.
30. Discuss any *five* statistical functions in MS Excel.
31. Explain MS Excel pivot table and its use.

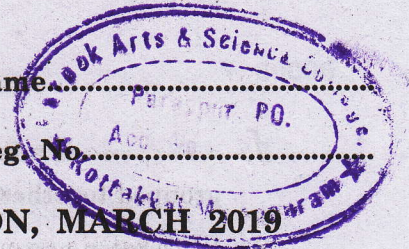
(1 × 18 = 18 marks)

C 60006

(Pages : 3)

Name

Reg. No.



SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2019

(CUCBCSS)

B.Com.

BCM 6B 14—OFFICE AUTOMATION TOOLS

Time : Three Hours

Maximum : 80 Marks

Part A

Answer all questions.

Each question carries 1 mark.

I. Choose the correct answer from the following :

1. The key used while using word processor to make corrections :

- (a) Delete key. (b) Shift Key.
(c) Ctrl Key. (d) AltGr Key.

2. Find the odd one :

- (a) Deleting text. (b) Moving text.
(c) Replacing words. (d) Presenting a powerpoint.

3. The number of rows in a single spreadsheet :

- (a) 65536. (b) 48356.
(c) 100. (d) 25356.

4. A special purpose computer (or software package) which handles the connection between two or more networks :

- (a) Router. (b) Modem.
(c) Usenet. (d) ISP.

5. 'Rehearse timing' is a feature of MS powerpoint available under the menu _____.

- (a) Insert. (b) Design.
(c) Animation. (d) Slide show.

II. Fill in the Blanks :

6. _____ is a feature of the word processing system that wraps words down to the beginning of the text line if they go beyond the right margin.

Turn over

7. _____ is a facility which enables to get words and phrases of similar meanings that are grouped together.
8. In Domain name systems, _____ is the domain name of Indian government agencies.
9. _____ technology delivers voice information in digital form using packet switching, avoiding the tolls charges by local and long distance telephone networks.
10. _____ converts domain names into IP addresses.

(10 × 1 = 10 marks)

Part B

Answer any eight questions.

Each question carries 2 marks.

11. What is mail merge ?
12. How Font feature in MS Word helps users ?
13. What is meant by 'function' in MS Excel ?
14. What is the prime use of Powerpoint software ?
15. Write a note on slide master.
16. Write a note on 'Header and Footer facility in MS Word.
17. What is Three-tier client- server Computing ?
18. Write any two language related features in MS Powerpoint.
19. Write a note on HTML.
20. What is the speciality of slide sorter view in MS Power point ?

(8 × 2 = 16 marks)

Part C

Answer any six questions.

Each question carries 4 marks.

21. What are facilities offered by an electronic spreadsheet.
22. Write a note on design templates in MS Powerpoint.
23. Explain the term WWW.
24. Briefly explain the concept of Mail Merge.
25. What are the features of Email ?
26. Write a note on IP address.

27. Briefly explain various language tools available in MS Word.
28. Write a note on (a) hyper text (b) TCP/IP.

(6 × 4 = 24 marks)

Part D

Answer any two questions.

Each question carries 15 marks.

29. What are the merits and demerits of internet as tool for business communication?
30. Explain, how MS Powerpoint enables to make effective presentations ?
31. What are the features of MS Word ?

(2 × 15 = 30 marks)

D 40006

(Pages : 3)

Name.....

Reg. No.....

SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH/APRIL 2018

(CUCBCSS—UG)

BCM 6B 14—OFFICE AUTOMATION TOOLS

Time : Three Hours

Maximum : 80 Marks

Part A

Answer all questions.

Each question carries 1 mark.

I. Choose the correct answer from the following :

1 Bold, Italic, Regular are known as :

- (a) Text effects. (b) Font effects.
(c) Font styles. (d) Word art.

2 The key F12 opens a :

- (a) Save as dialog box. (b) Open dialog box.
(c) Save dialog box. (d) Close dialog box.

3 A file in Ms Excel is called :

- (a) Work sheet. (b) Work book.
(c) Work field. (d) Work file.

4 HTTP refers to _____.

- (a) Hyper Text Transfer protocols.
(b) Hyper Text Transfer Procedure.
(c) Home Text Translating Process.
(d) Hyper Text Translating Process.

5 Which of the following font effect is not available in PowerPoint Font dialog box ?

- (a) Underline. (b) Shadow.
(c) Emboss. (d) Strikethrough.

Turn over

II. Fill in the Blanks :

- 6 In Word, the mailing list is known as the _____.
- 7 Real time textual talk is called _____.
- 8 A function inside another function is called _____.
- 9 In internet terminologies, "IP" stands for _____.
- 10 _____ are used to create consistent layouts throughout your presentation.

(10 × 1 = 10 marks)

Part B

Answer any eight questions.

Each question carries 2 marks.

- 11 What is internet protocol ?
- 12 What is a spreadsheet ?
- 13 What is Blank Presentation ?
- 14 Write a short note on URL.
- 15 Explain how to saving a document MS Word.
- 16 What do you mean by work book in MS Excel ?
- 17 Write a short note on MS word.
- 18 How do you create table in MS Word ?
- 19 How do you insert header and footer MS word ?
- 20 What do you mean by Domain Name ?

(8 × 2 = 16 marks)

Part C

Answer any six questions.

Each question carries 4 marks.

- 21 What do you mean by macro ? Explain the steps for record a macros.
- 22 What is a document template ? Explain how blank document is created.
- 23 What are the applications of spreadsheet ?
- 24 Explain the sorting function is performed in Excel.

- 25 What are the features of PowerPoint ?
- 26 What is animation effect ? How to add animation effects in PowerPoint slides ?
- 27 Briefly explain the important facilities available on the internet.
- 28 Explain following :
- (a) IP Address.
 - (b) EDI.

(6 × 4 = 24 marks)

Part D

*Answer any two questions.
Each question carries 15 marks.*

- 29 What is internet ? What are the different types of internet protocols ?
- 30 Explain the process of mail merge in MS Word.
- 31 What is electronic spreadsheet ? What are its Benefits ?

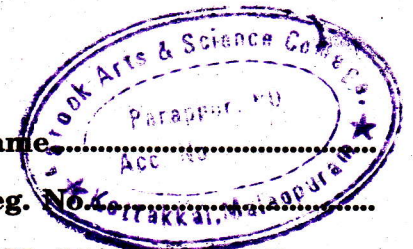
(2 × 15 = 30 marks)

C 21036

(Pages : 2)

Name.....

Reg. No.....



SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2017

(CUCBCSS—UG)

BCM 6B 14—OFFICE AUTOMATION TOOLS

Time : Three Hours

Maximum : 80 Marks

Part A

Answer all questions.

I. Choose the correct answer from the following :

1 What is the extension of Word files ?

- (a) DOT. (b) TXT.
(c) FIL. (d) DOC.

2 _____ is a spread sheet application.

- (a) MS Word. (b) MS Access.
(c) MS Excel. (d) All of these.

3 A new presentation can be created from :

- (a) Blank Presentation. (b) From Existing Presentation.
(c) From Design Template. (d) All of above.

4 Who is the father of internet ?

- (a) Charles Babbage. (b) Tim Burners lee.
(c) Winton Serf. (d) Robert H Cray.

5 WWW uses the following protocol ?

- (a) HTTP. (b) FTP.
(c) WWWC. (d) STTP.

II. Fill in the Blanks :

6 _____ is used to speed up routine editing and formatting

7 The area in excel window which allows entering values and formulas is called as _____.

8 PowerPoint provides some videos and sound clips that are free to use in the _____.

9 ISDN stands for _____.

10 GPRS refers to _____.

(10 × 1 = 10 marks)

Turn over

Part B

*Answer any eight questions.
Each question carries 2 marks.*

- 11 Explain how to open an Existing document in MS Word.
- 12 What is World Wide Web ?
- 13 What is mail merge ?
- 14 What is internet ?
- 15 What do you mean by header and footer ?
- 16 What is URL ?
- 17 What do you mean by paragraph formatting ?
- 18 How to insert pictures in word documents ?
- 19 Explain the procedure for adding a blank row to a worksheet.
- 20 Explain the procedure for adding slide numbers in PowerPoint slide.

(8 × 2 = 16 marks)

Part C

*Answer any six questions.
Each question carries 4 marks.*

- 21 Explain the features of word processor.
- 22 What do you mean by macro ? What are the uses of macros ?
- 23 What is an electronic spreadsheet ? What are its advantages ?
- 24 What are the cell formatting options in Excel ?
- 25 What are the different presentation slide views ?
- 26 Explain the different methods of creating a new presentation
- 27 What are the different types of internet protocols ?
- 28 What do you mean by PowerPoint ? What are the features of PowerPoint ?

(6 × 4 = 24 marks)

Part D

*Answer any two questions.
Each question carries 15 marks.*

- 29 Explain the process of mail merge in MS Word.
- 30 What are the applications of spreadsheet ?
- 31 Explain the important facilities available on the internet.

(2 × 15 = 30 marks)

SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH/APRIL 2016

(UG—CCSS)

Core Course

BC 6B 14—OFFICE AUTOMATION TOOLS

Time : Three Hours

Maximum : 30 Weightage

Part A*This part consists of **three** bunches of questions carrying equal weight of 1.**Each bunch consists of four objective type questions.**Answer **all** questions.*

Fill up the blanks :

1. HTTP stands for _____.
2. _____ command is used to return to previous state.
3. Clip Art is available in _____ menu.
4. An electronic page in a Power Point presentation is called _____.

Multiple choice questions :

5. Cell address 'HB25' in a formula is a _____ cell reference.
 - (a) Relative.
 - (b) Absolute.
 - (c) Mixed.
 - (d) All of these.
6. .us, .uk, .ca etc are the examples of :
 - (a) DNS.
 - (b) cc TLD.
 - (c) g TLD.
 - (d) Web address.
7. Google chrome is an example for _____.
 - (a) ISP.
 - (b) Search engine.
 - (c) Browser.
 - (d) OS.
8. A pre formatted file that serves as a starting point of a new document :
 - (a) Protocol.
 - (b) Header.
 - (c) Macros.
 - (d) Template.

Turn over

Match the following :—

- | | | |
|-----------------------------|---|----------------|
| 9. Clip art | — | (a) Protocol. |
| 10. Print preview | — | (b) WMF. |
| 11. FTP | — | (c) Template. |
| 12. Ready to use background | — | (d) Ctrl + F2. |
| | | (e) Ctrl + P. |

(12 × ¼ = 3 weightage)

Part B

Answer all questions.

Each question carries a weightage of 1.

13. State the use of 'Redo' command.
14. What is Clip Art ?
15. How can you replace a text in a word document ?
16. What is absolute cell reference ?
17. What is electronic spread sheet ?
18. What is IP address ?
19. What is DNS ?
20. What do you mean by Network ?
21. How can you add a new slide in a presentation ?

(9 × 1 = 9 weightage)

Part C

Answer any five questions.

Each question carries a weightage of 2.

22. Explain the important protocols related with internet.
23. Explain the steps to insert footer in word document.
24. What are the different font styles in MS Word ?
25. Write a note on slide transition and slide animation.
26. What is cc TLD ?
27. What is client server computing ?
28. List out the mathematical functions available in Excel.

(5 × 2 = 10 weightage)

32

Part D

Answer any two questions.

Each question carries a weightage of 4.

29. Briefly explain the various formatting facilities available in MS Word.
30. Explain the application of internet in governance.
31. What is mail merge ? Explain the procedure for mail merging.

(2 × 4 = 8 weightage)