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Name.....

Reg. No.....

**SIXTH SEMESTER U.G.(CBCSS—UG) DEGREE EXAMINATION
MARCH 2024**

B.Com.

**BCM 6B 14—OFFICE AUTOMATION TOOLS
(COMPUTER APPLICATION SPECIALISATION)**

(2019 Admission onwards)

Time : Two Hours and a Half

Maximum : 80 Marks

Part A

*Answer all questions.
Each question carries 2 marks.
Overall ceiling 25.*

1. Which are the ways of creating a new document, in MS Word ?
2. What is macros in MS Word ?
3. What are templates in MS Word ?
4. What are the features of worksheets ?
5. How to insert columns and rows in-MS Excel worksheet ?
6. How to save File in MS Excel ?
7. In-MS Power point what are slides ?
8. In MS Power point, what is a theme ?
9. Which are the different slide deleting options in MS Power point ?
10. In MS Power point, how to apply a theme to a slide ?
11. What is the use of Goal Seek option in MS Excel ?
12. What is internet ?
13. What is the significance of Domain Name Server ?
14. What is a generic top-level domain ?
15. What does Country Code Top-Level Domain mean ?

(15 × 2 = 30 Maximum, Ceiling 25 marks)

Turn over

Part B

*Answer all questions.
Each question carries 5 marks.
Overall ceiling 35.*

16. What is the nature and uses of Microsoft Office Button available in MS Word Window ?
17. Which are the graphics related features offered by MS Word ?
18. Which are the different options, to modify properties of the cells, in MS Excel ?
19. Which are the different types of alignment of cell contents, allowed in MS Excel ?
20. Explain the nature and use of different types of views provided by Microsoft Power Point.
21. Write a note on the history of Internet.
22. Which are the components of Distributed computing ?
23. Which are the types of Internet protocols ?

(8 × 5 = 40 Maximum, Ceiling 35 marks)

Part C

*Answer any two questions.
Each question carries 10 marks.*

24. Explain the different features available in MS Word for formatting text and documents.
25. Explain the various financial functions available in MS Excel.
26. Explain the different options for formatting a presentation, available in MS Power point.
27. What are the applications of internet in business ?

(2 × 10 = 20 marks)

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(2019 Admission onwards)

Time : Two Hours and a Half

Maximum : 80 Marks

Section A*Answer all questions.**Each question carries 2 marks ; ceiling 25 marks.*

1. How can we start MS word ?
2. Explain the technique of inserting Header and Footer in MS word.
3. What is Ribbon in MS Word?
4. What is the use of Save As command ?
5. What is Clipart Gallery ?
6. What you mean by work book in excel ?
7. What is Absolute Cell reference ?
8. How will you freeze and unfreeze rows and columns ?
9. Write notes on Undo and Redo commands ?
10. Explain the syntax and use of "IF" function in excel.
11. Explain the various View options in MS Excel.
12. What is Notes master in MS PowerPoint ?
13. What is Transition effects in MS PowerPoint ?
14. What is World Wide Web ?
15. What you mean by Distributed Computing ?

(15 × 2 = 30 marks ; Ceiling 25 marks)

Turn over

Section B

Answer all questions.

Each question carries 5 marks ; ceiling 35 marks.

16. Discuss the features and advantages of MS Word.
17. Explain the steps to insert bullets and numbers in MS Word.
18. What are the Spelling and Grammar checking options available in MS Word ?
19. What are spread sheets ? Explain any two features in spreadsheet for analysis of data.
20. Explain the various Statistical Functions available in MS Excel.
21. How can we add video clips and audio clips to an MS PowerPoint presentation ?
22. Describe the features and uses of the animation option in MS PowerPoint
23. Discuss the history in the development of Internet

(8 × 5 = 40 marks ; Ceiling 35 marks)

Section C

Answer any two questions.

Each question carries 10 marks.

24. What is Ribbon in MS Word ? Describe the functions that can be accessed using Ribbon.
25. Write notes on Pivot Table in excel.
26. What are the advantages of PowerPoint presentations ?
27. Explain the following :
 - (a) Domain Name System (DNS).
 - (b) Generic Top-Level Domain.
 - (c) Country Code Top Level Domain.
 - (d) IP addresses
 - (e) Internet Protocol suite

(2 × 10 = 20 marks)

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**BCM 6B 14—OFFICE AUTOMATION TOOLS
(COMPUTER APPLICATION SPECIALISATION)**

(2019 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

Section A

*Answer atleast **ten** questions.
Each question carries 3 marks.
All questions can be attended.
Overall Ceiling 30.*

1. What is Ribbon in MS Word ?
2. Explain the steps to insert bullets and numbers in MS Word.
3. What are the various Document View options available in MS Word ?
4. What you mean by Macros ?
5. Write the names of any four commands available in Font group in MS Word ?
6. Write notes on Undo and Redo commands ?
7. What is Page orientation ?
8. What are the steps to Wrap Text in MS Excel ?
9. Explain the steps to set margins in MS Excel ?
10. List out the various Mathematical Functions available in MS Excel.
11. How can we set timing and speed of a transition in MS Power Point ?
12. What are the various options available in view tab in MS Power Point ?
13. What is slide master ?
14. What is World Wide Web ?
15. What do you mean by Web browser ?

(10 × 3 = 30 marks)

Turn over

Section B

*Answer atleast **five** questions.
Each question carries 6 marks.
All questions can be attended.
Overall Ceiling 30.*

16. Define the steps to create, open and save a new word document.
17. How can pictures, shapes and Smart Art be added to a word document ?
18. What you mean by work book in excel ?
19. Explain the steps to insert a worksheet and delete a worksheet.
20. How can we add new and duplicate slides to a presentation ?
21. What do you mean by Generic Top-Level Domain ?
22. Write a short note on IP addresses.
23. What are the advantages of Internet ?

(5 × 6 = 30 marks)

Section C

*Answer any **two** questions.
Each question carries 10 marks.*

24. What is Mail Merge ? List down the steps to do a mail merge.
25. Explain the methods to draw tables in MS Word along with the different formatting options available with them.
26. Write notes on Pivot Table in excel ?
27. What are the tabs on the Microsoft PowerPoint Ribbon ?

(2 × 10 = 20 marks)