

C 20471

(Pages : 2)

Name.....

Reg. No.....

SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2022

(CBCSS—UG)

B.Com.

**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)

C 20471-A

(Pages : 4)

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(2019 Admissions)

(Multiple Choice Questions for SDE Candidates)

Time : 15 Minutes**Total No. of Questions : 20****Maximum : 20 Marks****INSTRUCTIONS TO THE CANDIDATE**

1. This Question Paper carries Multiple Choice Questions from 1 to 20.
2. The candidate should check that the question paper supplied to him/her contains all the 20 questions in serial order.
3. Each question is provided with choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and enter it in the main answer-book.
4. The MCQ question paper will be supplied after the completion of the descriptive examination.

BCM 6B 14—OFFICE AUTOMATION TOOLS
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(Multiple Choice Questions for SDE Candidates)

1. In Microsoft Word shortcut key CTRL+W is used for :
 - (A) Open the Print dialog box.
 - (B) Update the current Web page.
 - (C) Close the current window.
 - (D) None of these.
2. Which of the following can NOT be used to create parallel style column ?
 - (A) Insert Textbox.
 - (B) Table Insert Table.
 - (C) Format Tabs.
 - (D) Format Columns.
3. You can jump to the next column by :
 - (A) Press Alt + Down-arrow.
 - (B) Clicking with your mouse on the next column.
 - (C) Both of above.
 - (D) None of Above.
4. A screen element of MS Word that is usually located below the title bar that provides categorized options is :
 - (A) Status Bar.
 - (B) Menu Bar.
 - (C) Tool Bar.
 - (D) All of the above.
5. Which of the following is the second step in creating a macro ?
 - (A) Using your mouse or keyboard,perform the task you want to automate.
 - (B) Give the macro a name.
 - (C) Assign a keyboard shortcut to the macro.
 - (D) Start recording.
6. Which of the following button will allow you to add, delete, or change records in your Data Source ?
 - (A) 'Edit' button.
 - (B) 'Data editing' button.
 - (C) 'Data Source' button.
 - (D) 'Edit Data Source' button.

7. A file in Ms Excel is called _____.
- (A) Work sheet. (B) Work book.
(C) Work field. (D) Work file.
8. Which of the following is not an underline option in the format cells dialog box ?
- (A) Double. (B) Single Accounting.
(C) Double Accounting. (D) Single Engineering.
9. Which of the following series type is not valid for Fill Series dialog box ?
- (A) Linear. (B) Growth.
(C) Auto fill. (D) Time.
10. To remove the content of selected cells you must issue _____ command :
- (A) Edit >> Delete. (B) Edit >> Clear >> Contents.
(C) Edit >> Clear >> All. (D) Data >> Delete.
11. What is the best way to create another copy of a slide ?
- (A) Click the slide then press Ctrl+A and paste in new slide.
(B) From Insert Menu choose Duplicate Slide.
(C) Redo everything on a new slide that you had done on previous slide.
(D) None of above.
12. To insert slide numbers :
- (A) Insert a text box and select Insert >> Page Number.
(B) Insert a textbox and select Insert >> Number >> Page Number.
(C) Choose Insert >> Slide Number.
(D) Insert a new text box and select Insert >> slide Number.
13. In Excel row's heading is known as :
- (A) Field. (B) Tuple.
(C) Domain. (D) Attributes.

Turn over

14. The mail server as defined in the text uses the _____ protocol.
- (A) HTTP. (B) FTP.
(C) POP. (D) SMTP.
15. _____ is often referred to as “the CB of the Internet”.
- (A) IRC. (B) FTP.
(C) E-mail. (D) HTTP.
16. Internet is governed by :
- (A) Microsoft Corporation. (B) Adobe.
(C) Dish net. (D) None of these.
17. HTML means :
- (A) Hyper text mark-up language.
(B) Hyper testing mark-up language
(C) Hardware text mark-up language.
(D) Hyper testing mapping language.
18. WWW uses the following protocol.
- (A) HTTP. (B) FTP.
(C) WWWC. (D) SMTP.
19. In the mda.edu, the component .edu signifies that _____.
- (A) mda is an educational institute. (B) mda is a commercial organization.
(C) mda is a non profit organization. (D) mda is a government organization.
20. Which of the following is a requirement for e-commerce ?
- (A) Paper. (B) Internet connectivity.
(C) Usb. (D) Digital signature.