

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)