25685

Name...

Reg. No...

IXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2012

(CCSS)

B.Com. – Core Specialisation

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. A _____ is a series of word commands which have been grouped together as a single command.

2. _____ essentially comprises of a grid of rows and columns.

3. A website includes a beginning file called _____.

4. _____ is a presentation tool that helps us create effective presentations.

Multiple choice questions :

5. _____ tells you which application package is currently running and which document is currently open.

    (a) Status bar.
    (b) Scroll tools.
    (c) Menu bar.
    (d) Title bar.

6. The short cut keys for print preview in MS Word are _____.

    (a) Ctrl + F2.
    (b) F7.
    (c) Ctrl + X.
    (d) F1.

7. In MS PowerPoint, using _____ option we can choose screen layouts and backgrounds from a wide variety of ready-to-use library.

    (a) Macros.
    (b) Templates.
    (c) Folder.
    (d) Justify.

Turn over

8. _____ help you travel within your document.

    (a) Formatting tool bar.   (b) Status bar.

    (c) Ruler.   (d) Scroll tools.

Match the following :

9. Reverses the action of undo command   (a) Tool bar.

10. Aligns the paragraphs at both right and left indent   (b) Header and footer.

11. Using its features we can print a standard piece of text   (c) Justify.
    and/or an image at the top or end of each page of our document

12. Groups of Icon, which perform related tasks, are placed   (d) Redo.
    together in a ribbon

(12 × ¼ = 3 weightage

Part B

Answer all questions.
Each question carries a weightage of 1.

13. Explain how to create a new document in MS Word.

14. What is a spreadsheet?

15. What do you mean by cell references in MS Excel?

16. Write a short note on MS PowerPoint.

17. What is Blank Presentation?

18. What is a computer network?

19. What is World Wide Web?

20. Write a short note on URL.

21. What do you mean by File Transfer Protocol?

(9 × 1 = 9 weightage

Part C

Answer any five questions.
Each question carries a weightage of 2.

22. State the techniques of selecting text in a document in MS Word.

23. Explain the methods of preparing a chart in MS Excel.

24. What are the methods available to make an entry in the Cell in MS Excel?

25. Explain the functions of the following in MS PowerPoint :

    (a) Auto Content Wizard ; (b) Template.

26. How will you identify rows and columns in an Excel worksheet?

27. What do you understand by domain name system? For what purpose they are being used on the internet?

28. How scenario management can be used in business decision-making?

(5 × 2 = 10 weightage)

Part D

Answer any two questions.

Each question carries a weightage of 4.

29. What is mail merge? Explain the process of mail merge in MS Word.

30. Briefly explain the important facilities available on the internet.

31. What is E-Governance? Explain the benefits offered by it.

(2 × 4 = 8 weightage)