

C 40373

(Pages : 3)

Name.....

Reg. No.....

**SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2013**

(CCSS)

**BC 6B 14—OFFICE AUTOMATION TOOLS**

Time : Three Hours

Maximum : 30 Weightage

**Part A**

*This part consists of three bunches of questions carrying equal weightage of 1.*

*Each bunch consists of four objective type questions.*

*Answer all questions.*

Fill up the blanks :

1. Any repetitive operations which involve executing a number of sequential steps can be automated by creating a \_\_\_\_\_ for it.
2. Intersection of a row and a column in MS Excel is called a \_\_\_\_\_.
3. A \_\_\_\_\_ is the internet address of a web document.
4. In MS PowerPoint, using \_\_\_\_\_ option we can choose screen layouts and backgrounds from a wide variety of ready-to-use library.

(4 × ¼ = 1 weightage)

Multiple Choice questions :

5. Using the features of \_\_\_\_\_ we can print a standard piece of text and/or an image at the top or end of each page of our document.  
(a) Macros. (b) Justify.  
(c) Header and footer. (d) Format painter.
6. \_\_\_\_\_ is used for either placing the cursor at the desired place or choosing any command either from the menu or from tool bars.  
(a) Formatting tool bar. (b) Cursor.  
(c) Folder. (d) Mouse pointer.
7. \_\_\_\_\_ in MS Office is a presentation tool that helps us create effective presentations.  
(a) PowerPoint. (b) MS Access.  
(c) MS Word. (d) MS Publisher.
8. \_\_\_\_\_ is a set of rules for exchanging files (text, images, sound, video and other multimedia files) on the World Wide Web.  
(a) HTTP. (c) IP.  
(b) URL. (d) TCP/IP.

(4 × ¼ = 1 weightage)

Turn over

Match the following :—

- |  |                     |
|--|---------------------|
| 9. Inserts the clipboard contents at the insertion point         | (a) Format painter. |
| 10. Copies the formatting of the selection to specified location | (b) Slide master.   |
| 11. It is world wide network of computer networks                | (c) Paste.          |
| 12. It controls most of the slide attribtues                     | (d) The internet.   |

(4 × ¼ = 1 weightage)

### Part B

*Answer all questions.*

*Each question carries a weightage of 1.*

13. Explain how to open an existing document in MS Word.
14. What is mail merge ?
15. What is a spreadsheet ?
16. What do you mean by a work book in MS Excel ?
17. What is the use of Formula bar in MS Excel ?
18. What is intranet?
19. Explain the different methods to select slide or slides.
20. What are scenario reports ?
21. Explain the Benefits offered by E-governance.

(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. What are the methods available to edit the Cell content in MS Excel ?
24. Write a shot note on MS PowerPoint.
25. Briefly explain the functions of Slide Show view in MS PowerPoint.
26. Explain the different methods to select slide or slides.
27. How internet is useful for E-Governance ?
28. How will you create a scenario ?

(5 × 2 = 10 weightage)

**Part D**

*Answer any two questions.  
Each question carries a weightage of 4.*

29. Name and explain the most commonly used internet protocol suites.
30. Explain how the following actions can be done in MS PowerPoint :—
- (a) Creating a new presentation.
  - (b) Opening an existing presentation.
  - (c) Saving a Presentation with a different name.
  - (d) Changing the text alignment.
  - (e) Changing the background colour.
31. What is meant by domain name ? Explain two important types of domain names.  
(2 × 4 = 8 weightage)

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