

C 1719

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Name.....

Reg. No.....

**SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH/APRIL 2016**

(UG—CCSS)

Core Course

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. HTTP stands for \_\_\_\_\_.
2. \_\_\_\_\_ command is used to return to previous state.
3. Clip Art is available in \_\_\_\_\_ menu.
4. An electronic page in a Power Point presentation is called \_\_\_\_\_.

Multiple choice questions :

5. Cell address 'HB25' in a formula is a \_\_\_\_\_ cell reference.  
(a) Relative. (b) Absolute.  
(c) Mixed. (d) All of these.
6. .us, .uk, .ca etc are the examples of :  
(a) DNS. (b) cc TLD.  
(c) g TLD. (d) Web address.
7. Google chrome is an example for \_\_\_\_\_.  
(a) ISP. (b) Search engine.  
(c) Browser. (d) OS.
8. A pre formatted file that serves as a starting point of a new document :  
(a) Protocol. (b) Header.  
(c) Macros. (d) Template.

Turn

Match the following :—

- |                             |                  |
|-----------------------------|------------------|
| 9. Clip art                 | – (a) Protocol.  |
| 10. Print preview           | – (b) WMF.       |
| 11. FTP                     | – (c) Template.  |
| 12. Ready to use background | – (d) Ctrl + F2. |
|                             | (e) Ctrl + P.    |

(12 × ¼ = 3 weightage)

### Part B

Answer all questions.

Each question carries a weightage of 1.

13. State the use of 'Redo' command.
14. What is Clip Art ?
15. How can you replace a text in a word document ?
16. What is absolute cell reference ?
17. What is electronic spread sheet ?
18. What is IP address ?
19. What is DNS ?
20. What do you mean by Network ?
21. How can you add a new slide in a presentation ?

(9 × 1 = 9 weightage)

### Part C

Answer any five questions.

Each question carries a weightage of 2.

22. Explain the important protocols related with internet.
23. Explain the steps to insert footer in word document.
24. What are the different font styles in MS Word ?
25. Write a note on slide transition and slide animation.
26. What is cc TLD ?
27. What is client server computing ?
28. List out the mathematical functions available in Excel.

(5 × 2 = 10 weightage)

**Part D**

*Answer any two questions.*

*Each question carries a weightage of 4.*

29. Briefly explain the various formatting facilities available in MS Word.
30. Explain the application of internet in governance.
31. What is mail merge ? Explain the procedure for mail merging.

(2 × 4 = 8 weightage)