Name.............................

Reg. No.........................

SIXTH SEMESTER U.G.(CBCSS—UG) DEGREE EXAMINATION MARCH 2024

B.Com.

BCM 6B 14—OFFICE AUTOMATION TOOLS

(COMPUTER APPLICATION SPECIALISATION)

(2019 Admission onwards)

Time : Two Hours and a Half

Maximum : 80 Marks

Part A

Answer all questions.
Each question carries 2 marks.
Overall ceiling 25.

1. Which are the ways of creating a new document, in MS Word ?

2. What is macros in MS Word ?

3. What are templates in MS Word ?

4. What are the features of worksheets ?

5. How to insert columns and rows in MS Excel worksheet ?

6. How to save File in MS Excel ?

7. In MS Power point what are slides ?

8. In MS Power point, what is a theme ?

9. Which are the different slide deleting options in MS Power point ?

10. In MS Power point, how to apply a theme to a slide ?

11. What is the use of Goal Seek option in MS Excel ?

12. What is internet ?

13. What is the significance of Domain Name Server ?

14. What is a generic top-level domain ?

15. What does Country Code Top-Level Domain mean ?

(15 × 2 = 30 Maximum, Ceiling 25)

Turn over

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Part B

Answer all questions.
Each question carries 5 marks.
Overall ceiling 35.

16. What is the nature and uses of Microsoft Office Button available in MS Word Window ?

17. Which are the graphics related features offered by MS Word ?

18. Which are the different options, to modify properties of the cells, in MS Excel ?

19. Which are the different types of alignment of cell contents, allowed in MS Excel ?

20. Explain the nature and use of different types of views provided by Microsoft Power Point.

21. Write a note on the history of Internet.

22. Which are the components of Distributed computing ?

23. Which are the types of Internet protocols ?

(8 × 5 = 40 Maximum, Ceiling 35 ma

Part C

Answer any two questions.
Each question carries 10 marks.

24. Explain the different features available in MS Word for formatting text and documents.

25. Explain the various financial functions available in MS Excel.

26. Explain the different options for formatting a presentation, available in MS Power point.

27. What are the applications of internet in business ?

(2 × 10 = 20