

**SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2019**

(CUCBCSS)

B.Com.

BCM 6B 14—OFFICE AUTOMATION TOOLS

Time : Three Hours

Maximum : 80 Marks

**Part A***Answer all questions.**Each question carries 1 mark.*

I. Choose the correct answer from the following :

1. The key used while using word processor to make corrections :

- (a) Delete key. (b) Shift Key.  
(c) Ctrl Key. (d) AltGr Key.

2. Find the odd one :

- (a) Deleting text. (b) Moving text.  
(c) Replacing words. (d) Presenting a powerpoint.

3. The number of rows in a single spreadsheet :

- (a) 65536. (b) 48356.  
(c) 100. (d) 25356.

4. A special purpose computer (or software package) which handles the connection between two or more networks :

- (a) Router. (b) Modem.  
(c) Usenet. (d) ISP.

5. 'Rehearse timing' is a feature of MS powerpoint available under the menu \_\_\_\_\_.

- (a) Insert. (b) Design.  
(c) Animation. (d) Slide show.

II. Fill in the Blanks :

6. \_\_\_\_\_ is a feature of the word processing system that wraps words down to the beginning of the text line if they go beyond the right margin.

**Turn over**

7. \_\_\_\_\_ is a facility which enables to get words and phrases of similar meanings that are grouped together.
8. In Domain name systems, \_\_\_\_\_ is the domain name of Indian government agencies.
9. \_\_\_\_\_ technology delivers voice information in digital form using packet switching, avoiding the tolls charges by local and long distance telephone networks.
10. \_\_\_\_\_ converts domain names into IP addresses.

(10 × 1 = 10 marks)

### Part B

*Answer any eight questions.  
Each question carries 2 marks.*

11. What is mail merge ?
12. How Font feature in MS Word helps users ?
13. What is meant by 'function' in MS Excel ?
14. What is the prime use of Powerpoint software ?
15. Write a note on slide master.
16. Write a note on 'Header and Footer facility in MS Word.
17. What is Three-tier client- server Computing ?
18. Write any two language related features in MS Powerpoint.
19. Write a note on HTML.
20. What is the speciality of slide sorter view in MS Power point ?

(8 × 2 = 16 marks)

### Part C

*Answer any six questions.  
Each question carries 4 marks.*

21. What are facilities offered by an electronic spreadsheet.
22. Write a note on design templates in MS Powerpoint.
23. Explain the term WWW.
24. Briefly explain the concept of Mail Merge.
25. What are the features of Email ?
26. Write a note on IP address.

27. Briefly explain various language tools available in MS Word.
28. Write a note on (a) hyper text (b) TCP/IP.

(6 × 4 = 24 marks)

**Part D**

*Answer any two questions.  
Each question carries 15 marks.*

29. What are the merits and demerits of internet as tool for business communication?
30. Explain, how MS Powerpoint enables to make effective presentations ?
31. What are the features of MS Word ?

(2 × 15 = 30 marks)