

C 20022

(Pages : 3)

Name.....

Reg. No.....

SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2022

(CUCBCSS—UG)

B.Com.

BCM 6B 14—COMPUTER APPLICATION SPECIALIZATION III : OFFICE AUTOMATION
TOOLS

(2017 and 2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

Part A

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

Choose the correct answer :

1. To exit the PowerPoint :
 - (a) click the application minimize button.
 - (b) click the document close button.
 - (c) double click the applications control menu icon.
 - (d) double click the document control menu icon.
2. A file in Ms Excel is called ————.
 - (a) Work sheet.
 - (b) Work book.
 - (c) Work field.
 - (d) Work file.
3. Which of the following option is not available in Insert>> Picture ?
 - (a) Chart.
 - (b) Graph.
 - (c) Clip Art.
 - (d) Word Art.
4. Which item appears dimly behind the main body text ?
 - (a) Water Color.
 - (b) Background.
 - (c) Watermark.
 - (d) Back Color.
5. The process of arranging the items of a column in some sequence or order in MS Excel is known as ————.
 - (a) Auto complete.
 - (b) Autofill.
 - (c) Sorting.
 - (d) Filtering.

Turn over

Fill up the blanks :

6. A file which contains readymade styles that can be used for a presentation is called _____.
7. What is maximum zoom percentage in Microsoft Power Point ?
8. Expansion of HTML is _____.
9. An educational institution would generally have _____ as its domain name.
10. The process of trading goods over the Internet is known as _____.

(10 × 1 = 10 marks)

Part B

Answer any eight questions.

Each question carries 2 marks.

11. Mention two advanced functions of MS Excel.
12. Write the procedure for inserting recorded sound in Power Point.
13. What is TCP ?
14. What is a search engine ?
15. How do we merge the main document and the source in MS word ?
16. Mention any four financial function of MS Excel.
17. Which are the different templates in MS Word ?
18. Explain steps for creating table in MS Word.
19. How can we insert text into a drawing in Word ?
20. What is ISP ?

(8 × 2 = 16 marks)

Part C

Answer any six questions.

Each question carries 4 marks.

21. Explain spell check in MS Word.
22. Explain linking in MS Excel and its advantages.

23. Explain four applications of Internet.
24. What is Internet protocol suite ?
25. Explain Country Code Top Level Domain with example.
26. Explain Goal seek in MS excel with the steps to use.
27. What is the function of record in macros in MS Word and mention the steps for doing it ?
28. Explain second level domain with example.

(6 × 4 = 24 marks)

Part D

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

29. Explain the process of formatting a MS Word document.
30. Explain how to create chart in MS Excel.
31. Explain the Internet protocol suite.

(2 × 15 = 30 marks)