

C 20471

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Name.....

Reg. No.....

SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2022

(CBCSS—UG)

B.Com.

BCM 6B 14—OFFICE AUTOMATION TOOLS
(COMPUTER APPLICATION SPECIALISATION)

(2019 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

Section A

*Answer atleast ten questions.
Each question carries 3 marks.
All questions can be attended.
Overall Ceiling 30.*

1. What is Ribbon in MS Word ?
2. Explain the steps to insert bullets and numbers in MS Word.
3. What are the various Document View options available in MS Word ?
4. What you mean by Macros ?
5. Write the names of any four commands available in Font group in MS Word ?
6. Write notes on Undo and Redo commands ?
7. What is Page orientation ?
8. What are the steps to Wrap Text in MS Excel ?
9. Explain the steps to set margins in MS Excel ?
10. List out the various Mathematical Functions available in MS Excel.
11. How can we set timing and speed of a transition in MS Power Point ?
12. What are the various options available in view tab in MS Power Point ?
13. What is slide master ?
14. What is World Wide Web ?
15. What do you mean by Web browser ?

(10 × 3 = 30 marks)

Turn over

Section B

*Answer atleast **five** questions.*

Each question carries 6 marks.

All questions can be attended.

Overall Ceiling 30.

16. Define the steps to create, open and save a new word document.
17. How can pictures, shapes and Smart Art be added to a word document ?
18. What you mean by work book in excel ?
19. Explain the steps to insert a worksheet and delete a worksheet.
20. How can we add new and duplicate slides to a presentation ?
21. What do you mean by Generic Top-Level Domain ?
22. Write a short note on IP addresses.
23. Write a short note on advantages of Internet ?

(5 × 6 = 30 marks)

Section C

*Answer any **two** questions.*

Each question carries 10 marks.

24. What is Mail Merge ? List down the steps to do a mail merge.
25. Explain the methods to draw tables in MS Word along with the different formatting options available with them.
26. Write notes on Pivot Table in excel ?
27. What are the tabs on the Microsoft PowerPoint Ribbon ?

(2 × 10 = 20 marks)