

**C 21036**

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Name.....

Reg. No.....

**SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH 2017**

(CUCBCSS—UG)

BCM 6B 14—OFFICE AUTOMATION TOOLS

Time : Three Hours

Maximum : 80 Marks

**Part A**

*Answer all questions.*

I. Choose the correct answer from the following :

1 What is the extension of Word files ?

- (a) DOT. (b) TXT.  
(c) FIL. (d) DOC.

2 \_\_\_\_\_ is a spread sheet application.

- (a) MS Word. (b) MS Access.  
(c) MS Excel. (d) All of these.

3 A new presentation can be created from :

- (a) Blank Presentation. (b) From Existing Presentation.  
(c) From Design Template. (d) All of above.

4 Who is the father of internet ?

- (a) Charles Babbage. (b) Tim Burners lee.  
(c) Winton Serf. (d) Robert H Cray.

5 WWW uses the following protocol ?

- (a) HTTP. (b) FTP.  
(c) WWWC. (d) STTP.

II. Fill in the Blanks :

6 \_\_\_\_\_ is used to speed up routine editing and formatting

7 The area in excel window which allows entering values and formulas is called as \_\_\_\_\_.

8 PowerPoint provides some videos and sound clips that are free to use in the \_\_\_\_\_.

9 ISDN stands for \_\_\_\_\_.

10 GPRS refers to \_\_\_\_\_.

(10 × 1 = 10 marks)

**Turn over**

**Part B**

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

- 11 Explain how to open an Existing document in MS Word.
- 12 What is World Wide Web ?
- 13 What is mail merge ?
- 14 What is internet ?
- 15 What do you mean by header and footer ?
- 16 What is URL ?
- 17 What do you mean by paragraph formatting ?
- 18 How to insert pictures in word documents ?
- 19 Explain the procedure for adding a blank row to a worksheet.
- 20 Explain the procedure for adding slide numbers in PowerPoint slide.

(8 × 2 = 16 marks)

**Part C**

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

- 21 Explain the features of word processor.
- 22 What do you mean by macro ? What are the uses of macros ?
- 23 What is an electronic spreadsheet ? What are its advantages ?
- 24 What are the cell formatting options in Excel ?
- 25 What are the different presentation slide views ?
- 26 Explain the different methods of creating a new presentation
- 27 What are the different types of internet protocols ?
- 28 What do you mean by PowerPoint ? What are the features of PowerPoint ?

(6 × 4 = 24 marks)

**Part D**

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

- 29 Explain the process of mail merge in MS Word.
- 30 What are the applications of spreadsheet ?
- 31 Explain the important facilities available on the internet.

(2 × 15 = 30 marks)