

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)