

**C 80075**

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Name.....

Reg. No.....

**SIXTH SEMESTER B.Com./B.B.A. DEGREE EXAMINATION, MARCH 2020**

(CUCBCSS—UG)

B.Com.

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

(2017 Admissions)

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 Which was the world's first stored-program computer developed in 1948 ?

A) The Manchester baby.                      B) ENIAC.

C) Analogy computer.                      D) Trogon.

2 Drop cap feature is mostly seen in \_\_\_\_\_.

A) MS Excel.                      B) MS word.

C) Power Point.                      D) Windows.

3 What is the extension of Power Point presentation ?

A) Esc.                      B) PPT.

C) PDF                      D) Doc.

4 What creates temp files of every working document ?

A) Microsoft Office.                      B) Photoshop.

C) Adobe Reader.                      D) Power point.

5 Who is the father of internet ?

A) Vinton Cerf.                      B) Charles Babbage.

C) Tim Berner Lee.                      D) None of these.

**Turn over**

## II. Fill in the blanks :

- 6 All numbers, text, sound, images, animations and videos used as input are called \_\_\_\_\_.
- 7 The physical components of a computer are commonly called \_\_\_\_\_.
- 8 The speed of CPU is measured in \_\_\_\_\_.
- 9 HTML stands for \_\_\_\_\_.
- 10 A \_\_\_\_\_ is a top margin of each page.

(10 × 1 = 10 marks)

**Part B**

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

- 11 Write a short note on ARPANET.
- 12 What is file transfer protocol ?
- 13 What does it mean by INTERNET RELAY CHAT (IRC) ?
- 14 What is URL ?
- 15 What is web server ?
- 16 What are search engines ?
- 17 What are the steps for creating a file ?
- 18 What is the purpose of short cut menu ?
- 19 What is the use of “styles “in MS Word ?
- 20 Which are the two ways to add table in a document ?

(8 × 2 = 16 marks)

**Part C**

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

- 21 Explain Macro and its uses.
- 22 What is electronic spread sheet ? Explain its uses.
- 23 What are the most commonly used internet protocols ?
- 24 What is electronic data interchange ?

- 25 What do you mean by power point ? What are the features ?
- 26 What are the components of a network system ?
- 27 Explain the different types of networks.
- 28 Briefly explain the history of internet.

(6 × 4 = 24 marks)

#### **Part D**

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

- 29 What is mail merge? Explain the process of mail merge.
- 30 Explain briefly the features available on internet. How it is beneficial to the business community
- 31 What is network topology ? Briefly explain the various topologies.

(2 × 15 = 30 marks)