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(Pages : 3)

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)