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SIXTH SEMESTER B.Com./B.B.A. DEGREE EXAMINATION MARCH 2021

(CUCBCSS—UG)

B.Com.

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

(2017 Admissions)

Time : Three Hours

Maximum : 80 Marks

Section A

Answer **all** *questions.*

Each question carries 1 mark.

1. ——— is a word processing application from Microsoft.

    (a) MS Word.

    (b) MS Access.

    (c) MS Excel.

    (d) None of the above.

2. Why headers and footers used in MS Word ?

    (a) To enhance the overall appearance of the document.

    (b) To mark the starting of a page.

    (c) To make large document more readable.

    (d) To allow page headers and footers to appear on document when it is printed.

3. In which view Headers and Footers are visible ?

    (a) Normal View.

    (b) Page Layout View.

    (c) Print Layout View.

    (d) Draft View.

4. The process of removing unwanted part of an image is called ———.

    (a) Hiding.

    (b) Bordering.

    (c) Cropping.

    (d) Cutting.

5. Text-styling feature of MS word is ———.

    (a) WordColor.

    (b) WordFont.

    (c) WordArt.

    (d) WordFill.

Turn over

Fill up the blanks :

6. The intersection of a column and a row on a worksheet called ————.

7. Functions in MS Excel must begin with ————.

8. Special effects used to introduce slides in a presentation are known as ————.

9. A program that is used to view Websites is called a ————.

10. The Internet was originally a project of agency.

(10 × 1 = 10 marks)

Section B

Answer at least **five** *questions.*
Each question carries 4 marks.
All questions can be attended.
Overall Ceiling 20.

11. How to insert page number in a Word document ?

12. Mention any *two* main applications of MS Excel.

13. What is the application of MS Power Point ?

14. What is auto format in MS Word ?

15. Explain the steps for changing line spacing in MS word.

16. What is URL ?

17. What is a Web server ?

18. Explain absolute and relative cell reference in MS Excel with example.

19. Explain steps of drawing in MS Power Point.

20. Mention any *four* mathematical functions in MS Excel.

(5 × 4 = 20 marks)

Section C

Answer at least **four** *questions.*
Each question carries 8 marks.
All questions can be attended.
Overall Ceiling 32.

21. What is Auto text in Word ?

22. Explain the procedure of adding animations in slides in MS Power Point.

23. Explain Domain Name System with example.

24. What is an IP address ?

25. Explain four applications of Internet in business.

26. Explain distributed computing.

27. Explain generic top level domain with examples.

28. Explain the steps for creation of headers and footers in word.

(4 × 8 = 32 marks)

Section D

Answer any **one** *question.*

The question carries 18 marks.

29. Explain the process of mail merge in MS Word.

30. Discuss any *five* statistical functions in MS Excel.

31. Explain MS Excel pivot table and its use.

(1 × 18 = 18 marks)