C 20471

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Name................................

Reg. No................................

SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2022

(CBCSS—UG)

B.Com.

BCM 6B 14—OFFICE AUTOMATION TOOLS
(COMPUTER APPLICATION SPECIALISATION)

(2019 Admissions)

Time : Two Hours and a Half

Maximum : 80 Marks

Section A

*Answer atleast **ten** questions.*
Each question carries 3 marks.
All questions can be attended.
Overall Ceiling 30.

1. What is Ribbon in MS Word ?

2. Explain the steps to insert bullets and numbers in MS Word.

3. What are the various Document View options available in MS Word ?

4. What you mean by Macros ?

5. Write the names of any four commands available in Font group in MS Word ?

6. Write notes on Undo and Redo commands ?

7. What is Page orientation ?

8. What are the steps to Wrap Text in MS Excel ?

9. Explain the steps to set margins in MS Excel ?

10. List out the various Mathematical Functions available in MS Excel.

11. How can we set timing and speed of a transition in MS Power Point ?

12. What are the various options available in view tab in MS Power Point ?

13. What is slide master ?

14. What is World Wide Web ?

15. What do you mean by Web browser ?

(10 × 3 = 30 marks)

Turn over

Section B

Answer atleast **five** *questions.*
Each question carries 6 marks.
All questions can be attended.
Overall Ceiling 30.

16. Define the steps to create, open and save a new word document.

17. How can pictures, shapes and Smart Art be added to a word document ?

18. What you mean by work book in excel ?

19. Explain the steps to insert a worksheet and delete a worksheet.

20. How can we add new and duplicate slides to a presentation ?

21. What do you mean by Generic Top-Level Domain ?

22. Write a short note on IP addresses.

23. What are the advantages of Internet ?

(5 × 6 = 30 marks)

Section C

Answer any **two** *questions.*
Each question carries 10 marks.

24. What is Mail Merge ? List down the steps to do a mail merge.

25. Explain the methods to draw tables in MS Word along with the different formatting options available with them.

26. Write notes on Pivot Table in excel ?

27. What are the tabs on the Microsoft PowerPoint Ribbon ?

(2 × 10 = 20 marks)