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Name.....

Reg. No.....

SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2023

(CBCSS-UG)

B.Com.

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

(2019 Admission onwards)

Time : Two Hours and a Half

Maximum : 80 Marks

Section A*Answer all questions.**Each question carries 2 marks ; ceiling 25 marks.*

1. How can we start MS word ?
2. Explain the technique of inserting Header and Footer in MS word.
3. What is Ribbon in MS Word?
4. What is the use of Save As command ?
5. What is Clipart Gallery ?
6. What you mean by work book in excel ?
7. What is Absolute Cell reference ?
8. How will you freeze and unfreeze rows and columns ?
9. Write notes on Undo and Redo commands ?
10. Explain the syntax and use of "IF" function in excel.
11. Explain the various View options in MS Excel.
12. What is Notes master in MS PowerPoint ?
13. What is Transition effects in MS PowerPoint ?
14. What is World Wide Web ?
15. What you mean by Distributed Computing ?

(15 × 2 = 30 marks ; Ceiling 25 marks)

Turn over

Section B

Answer all questions.

Each question carries 5 marks ; ceiling 35 marks.

16. Discuss the features and advantages of MS Word.
17. Explain the steps to insert bullets and numbers in MS Word.
18. What are the Spelling and Grammar checking options available in MS Word ?
19. What are spread sheets ? Explain any two features in spreadsheet for analysis of data.
20. Explain the various Statistical Functions available in MS Excel.
21. How can we add video clips and audio clips to an MS PowerPoint presentation ?
22. Describe the features and uses of the animation option in MS PowerPoint
23. Discuss the history in the development of Internet

(8 × 5 = 40 marks ; Ceiling 35 marks)

Section C

Answer any two questions.

Each question carries 10 marks.

24. What is Ribbon in MS Word ? Describe the functions that can be accessed using Ribbon.
25. Write notes on Pivot Table in excel.
26. What are the advantages of PowerPoint presentations ?
27. Explain the following :
 - (a) Domain Name System (DNS).
 - (b) Generic Top-Level Domain.
 - (c) Country Code Top Level Domain.
 - (d) IP addresses
 - (e) Internet Protocol suite

(2 × 10 = 20 marks)