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

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

SIXTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION MARCH 2025

B.Com.

BCM 6B 14—OFFICE AUTOMATION TOOLS (Computer Application Specialisation)

(Admissions Year—2019 Onwards)

Time : Two Hours and a Half

Maximum : 80 Marks

Answer should be written in English Only.

Part A

Answer **all** *the questions.*
Each question carries 2 *marks.*
Overall ceiling 25.

1. What is the nature of the Status Bar available in MS Word Window ?

2. Which are the ways of opening an existing document, in MS Word ?

3. Which are the different types of line spacing options allowed by MS Word ?

4. How to change.column width and row height in MS Excel ?

5. What is the use of Wrap Text option in MS Excel ?

6. Which are the two types of cell references in MS Excel ?

7. What is meant by slide Layout ?

8. In MS Powerpoint, what are Design Templates ?

9. Which are the different ways to run a PowerPoint Slide show ?

10. How to add slide numbers in MS Powerpoint ?

11. What is a pivot chart in MS Excel ?

12. What is meant by internet protocol ?

13. What is DNS ?

Turn over

14 What is Telnet ?

15. In Internet terminologies, what is 'www' ?

(15 × 2 = 30, Maximum ceiling 25 marks)

Part B

Answer **all** *questions.*

Each question carries 5 *marks.*

Overall ceiling 35.

16. What is the nature and uses of the Quick Access Toolbar available in MS Word Window ?

17. What are the macros related features provided by MS Word ?

18. Which are the different applications of electronic spreadsheets ?

19. Which are the differentmethods of editing cell contents ?

20. Which are the differentoptions available in the Header and Footer dialog box of MS Powerpoint ?

21. Explain the role of different components in a client -server relationship.

22. Which are the main components of WWW ?

23. What are the advantages and disadvantages of Distributed computing ?

(8 × 5 = 40, Maximum ceiling 35 marks)

Part C

Answer any **two** *questions.*

Each question carries 10 *marks.*

24. Explain the table related features available in MS Word.

25. Explain the different statistical functions available in MS Excel.

26. Explain the different options for editing a presentation, available in MS Powerpoint.

27. What are the uses of internet in education ?

(2 × 10 = 20 marks)