SIXTH SEMESTER U.G.(CBCSS—UG) DEGREE EXAMINATION MARCH 2024

B.Com.

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

(2019 Admission onwards)

Time : Two Hours and a Half

Maximum : 80 Marks

Part A

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

- 1. Which are the ways of creating a new document, in MS Word?
- 2. What is macros in MS Word?
- 3. What are templates in MS Word?
- 4. What are the features of worksheets?
- 5. How to insert columns and rows in-MS Excel worksheet?
- 6. How to save File in MS Excel?
- 7. In-MS Power point what are slides?
- 8. In MS Power point, what is a theme?
- 9. Which are the different slide deleting options in MS Power point?
- 10. In MS Power point, how to apply a theme to a slide?
- 11. What is the use of Goal Seek option in MS Excel?
- 12. What is internet?
- 13. What is the significance of Domain Name Server?
- 14. What is a generic top-level domain?
- 15. What does Country Code Top-Level Domain mean?

 $(15 \times 2 = 30 \text{ Maximum, Ceiling } 25 \text{ marks})$

Turn over

2 **D 100438**

Part B

Answer all questions.

Each question carries 5 marks.

Overall ceiling 35.

- 16. What is the nature and uses of Microsoft Office Button available in MS Word Window?
- 17. Which are the graphics related features offered by MS Word?
- 18. Which are the different options, to modify properties of the cells, in MS Excel?
- 19. Which are the different types of alignment of cell contents, allowed in MS Excel?
- 20. Explain the nature and use of different types of views provided by Microsoft Power Point.
- 21. Write a note on the history of Internet.
- 22. Which are the components of Distributed computing?
- 23. Which are the types of Internet protocols?

 $(8 \times 5 = 40 \text{ Maximum, Ceiling } 35 \text{ marks})$

Part C

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

- 24. Explain the different features available in MS Word for formatting text and documents.
- 25. Explain the various financial functions available in MS Excel.
- 26. Explain the different options for formatting a presentation, available in MS Power point.
- 27. What are the applications of internet in business?

 $(2 \times 10 = 20 \text{ marks})$