D 100438 (Pages : 2) Name...

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

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 × 2 = 30 Maximum, Ceiling 25 marks)

Turn over

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 × 5 = 40 Maximum, Ceiling 35 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 × 10 = 20 marks)