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Name.....

Reg. No.....

**SIXTH SEMESTER (CBCSS—U.G.) DEGREE EXAMINATION
APRIL 2026**

B.Com.

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

(2020 Admission onwards)

Time : Two Hours and a Half

Maximum : 80 Marks

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

1. What is the nature of the Title Bar available in MS Word Window ?
2. What is the use of the vertical and horizontal scroll bars available in MS Word Window ?
3. Which are the ways of saving a document, in MS Word ?
4. How to hide or unhide rows or columns in MS Excel ?
5. In MS Excel, what is the difference between workbook and a worksheet ?
6. How to do finding and replacing of data in a worksheet ?
7. How spell check option is used in MS Powerpoint ?
8. What is the use of auto content wizard available in MS Powerpoint ?
9. How to add a new slide in MS Powerpoint ?
10. Name any *two* types of transitions available in Ms PowerPoint.
11. What are text boxes or placeholders, in MS PowerPoint ?
12. What is the nature of a Pivot Table in MS Excel ?
13. What is TCP/IP ?

Turn over

14. What is the nature of DNS address ?
15. What is a server ?

(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 Ribbon available in MS Word Window ?
17. Which are the different types of document views available in MS Word ?
18. Which are the chart related features MS Excel ?
19. Which are the different types of options available in MS Excel for : (a) Cells Merging ; and (b) Cell alignment ?
20. What is the significance of animation in a slide ? Which are types of animation options available in MS Powerpoint ?
21. Which are the different drawing related options available in MS PowerPoint ?
22. Explain the different applications of Distributed Computing.
23. What are the characteristics of Distributed computing ?

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

Part C

Answer any two questions.

Each question carries 10 marks.

24. Explain the concept and use of Mail Merge option available in MS Word.
25. Which are the different Parts of the MS Excel Screen ?
26. Explain the nature, advantages and disadvantages of Client Server Computing.
27. What are the uses of internet in Governance ?

(2 × 10 = 20 marks)