C 80006 (Pages 3) Name

Reg. No. . . . .

SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH/APRIL 2015

(U.G.—CCSS)

Core Course

BC 6B 14—OFFICE AUTOMATION TOOLS

Time Three Hours   Maximum : 30 Weightage

Part A

This part consists of **three** *bunches of questions carrying equal* **weightage** *of 1.*
Each bunch consists of **four** *objective type questions. Answer* **all** *questions.*

Fill in the blanks :

1. An electronic page in a presentation is called ——————————

2. DNS stands for ——————————

3. A —————— is a graphical representation of worksheet data.

4. The extension given to word document by default is ——————————

Multiple choice questions :

5. A set of predesigned formats of text or color scheme is called :

   (a) Slide.   (b) Schema.

   (c) Template.   (d) Charts.

6. The —————— help you to travel within your document.

   (a) Formatting.   (b) Status bar.

   (c) Scroll tools.   (d) Ruler.

7. Cell address D9 in a formula means it is a —————— cell reference.

   (a) Relative.   (b) Absolute.

   (c) Mixed.   (d) All of these.

8. The short cut key for copying selected text into clipboard is :

   (a) Ctrl + X.   (b) Ctrl + V.

   (c) Ctrl + C.   (d) Ctrl + D.

Turn over

Match the following :-

9.	Custom Animation.	(a)	Internet.
10.	Print preview.	(b)	Template.
11.	Network of networks.	(c)	Slide show menu.
12.	Ready to use background	(d)	Ctrl + F2.
		(e)	Ctrl + P.

(12 x ¼ = 3 **weightage**)

Part B

Answer **all** *questions.*
Each question carries a **weightage** *of 1.*

13. What is Spell check ?

14. What is macros ?

15. What is word processor ?

16. What is the use of filter option in Excel ?

17. What is slide show ?

18. What is bullets and numbering ?

19. What is pie chart ?

20. What is page layout ?

21. What is DNS?

(9 x 1 = 9 **weightage**)

Part C

Answer any **five** *questions.*
Each question carries a **weightage** *of* **2.**

22. Write a note on slide transition and slide animation.

23. Explain the procedure for creating, editing and formatting tables in a word document.

24. Explain a template in a document.

25. Explain briefly the functions available in Excel.

26. What is the use of Header and Footer ?

27. **What are the different views of slides ?**

28. **What is client server computing ?**

<div align="right">(5 x 2 = 10 weightage)</div>

Part D

Answer any two questions.
Each question carries a weightage of 4.

29. **Explain the application of Internet in Business and in Education.**

30. **What is mail merge ? Explain the procedure for mail merging.**

31. **What is spreadsheet ? What are the different charts that can be prepared using Excel ?**

<div align="right">(2 x 4 = 8 weightage)</div>