C 1719   (Pages : 3)   **Name**

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

SIXTH SEMESTER B.Com. DEGREE EXAMINATION, MARCH/APRIL 2016

(UG—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 weight of 1.*
Each bunch consists of four objective type questions.
Answer **all** *questions.*

Fill up the blanks :

1. HTTP stands for ——————————

2. —————— command is used to return to previous state.

3. Clip Art is available in ———————— menu.

4. An electronic page in a Power Point presentation is called ————

Multiple choice questions :

5. Cell address 'HB25' in a formula is a ———— cell reference.

   (a) Relative.   (b) Absolute.

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

6. .us, .uk, .ca etc are the examples of :

   (a) DNS.   (b) cc TLD.

   (c) g TLD.   (d) Web address.

7. Google chrome is an example for————

   (a) ISP.   (b) Search engine.

   (c) Browser.   (d) OS.

8. A pre formatted file that serves as a starting point of a new document :

   (a) Protocol.   (b) Header.

   (c) Macros.   (d) Template.

Turn over

Match the following :-

9. Clip art	(a) Protocol.
10. Print preview	(b) **WMF**.
11. **FTP**	(c) Template.
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. State the use of 'Redo' command.

14. What is Clip Art **?**

15. How can you replace a text in a word document **?**

16. What is absolute cell reference **?**

17. What is electronic spread sheet **?**

18. What is **IP** address **?**

19. What is DNS **?**

20. What do you mean by Network **?**

21. How can you add a new slide in a presentation **?**

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

Part C

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

22. Explain the important protocols related with **internet.**

23. Explain the steps to insert footer in word document.

24. What are the different font styles in MS Word **?**

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

26. What is cc **TLD ?**

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

28. List out the mathematical functions available in Excel.

x   10 **weightage**)

Part D

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

29. Briefly explain the various formatting facilities available in MS Word.

30. Explain the application of **internet** in governance.

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

(2 x 4 = 8 **weightage**)