

Muller

Name.....

FIRST SEMESTER B.VOC. DEGREE EXAMINATION, APRIL 2020

Multimedia

SDC 1MM 01—OFFICE AUTOMATION AND MALAYALAM COMPUTING

Maximum : 80 Marks

Answer all questions. 1 mark each.

- Turn over

7. Which option is not available in Insert Table Auto fit behaviour ?
- a) Fixed Column Width. b) AutoFit to Contents.
c) Auto fit to Window. d) Auto fit to Column.
8. Comments put in cells are called _____.
a) Smart Tip. b) Cell Tip.
c) Web Tip. d) Soft Tip.
9. Which area in an excel window allows entering values and formulas ?
a) Title bar. b) Menu bar.
c) Formula bar. d) Standard toolbar.
10. An excel workbook is a collection of _____.
a) Workbooks. b) Worksheets.
c) Charts. d) Worksheets and charts.

(10 × 1 = 10 marks)

Section B (Short Answer Questions)

Answer any eight of the following.

2 marks each.

11. What are the different internet Protocol ?
12. What is Ribbon in Word ?
13. What is NPV ? How it is used in spreadsheets ?
14. How will you set up page for your document ?
15. What is Hyperlink ? How we create a hyperlink.
16. Define indentation ?
17. What is meant by formatting a document ?
18. What is a spreadsheet ?
19. Write a note on the formatting of worksheet ?
20. What is IRR ? How it is used in spreadsheets ?
21. What is a label ? How it can be edited ?
22. What is an active cell ? How cells, Columns and rows can be selected using mouse ?

(8 × 2 = 16 marks)

Section C (Short Essay Questions)

Answer any six of the following.

4 marks each.

23. What are Spreadsheets ? Explain any *two* features available in a spreadsheet for analysis of data related to business.
24. Explain the method of selecting and editing multiple worksheets.
25. Give a brief account of the functions used in Excel.
26. What is Pivot Table ? What is its use ?
27. State the techniques of selecting text.
28. What is a format painter ? How it is used ?
29. How will you place text in a column format ?
30. What is an IP address and what are its characteristics.
31. What are PowerPoint templates ?

(6 × 4 = 24 marks)

Section D (Essay Questions)

Answer any two questions.

15 marks each.

32. What are the techniques available in Word to apply different styles to the text of a document ?
33. How will you create a scenario ? What are scenario report ? For what purpose it is used in business area.
34. Explain the process of mail merge in MS-Word.
35. Discuss the important database functions used in Excel.

(2 × 15 = 30 marks)