

C 20022

(Pages : 3)

Name.....

Reg. No.....

**SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2022**

(CUCBCSS—UG)

B.Com.

BCM 6B 14—COMPUTER APPLICATION SPECIALIZATION III : OFFICE AUTOMATION  
TOOLS

(2017 and 2018 Admissions)

Time : Three Hours

Maximum : 80 Marks

**Part A**

*Answer all questions.  
Each question carries 1 mark.*

Choose the correct answer :

1. To exit the PowerPoint :
  - (a) click the application minimize button.
  - (b) click the document close button.
  - (c) double click the applications control menu icon.
  - (d) double click the document control menu icon.
2. A file in Ms Excel is called \_\_\_\_\_.
  - (a) Work sheet.
  - (b) Work book.
  - (c) Work field.
  - (d) Work file.
3. Which of the following option is not available in Insert>> Picture ?
  - (a) Chart.
  - (b) Graph.
  - (c) Clip Art.
  - (d) Word Art.
4. Which item appears dimly behind the main body text ?
  - (a) Water Color.
  - (b) Background.
  - (c) Watermark.
  - (d) Back Color.
5. The process of arranging the items of a column in some sequence or order in MS Excel is known as \_\_\_\_\_.
  - (a) Auto complete.
  - (b) Autofill.
  - (c) Sorting.
  - (d) Filtering.

**Turn over**

Fill up the blanks :

6. A file which contains readymade styles that can be used for a presentation is called \_\_\_\_\_.
7. What is maximum zoom percentage in Microsoft Power Point ?
8. Expansion of HTML is \_\_\_\_\_.
9. An educational institution would generally have \_\_\_\_\_ as its domain name.
10. The process of trading goods over the Internet is known as \_\_\_\_\_.

(10 × 1 = 10 marks)

### Part B

*Answer any **eight** questions.  
Each question carries 2 marks.*

11. Mention two advanced functions of MS Excel.
12. Write the procedure for inserting recorded sound in Power Point.
13. What is TCP ?
14. What is a search engine ?
15. How do we merge the main document and the source in MS word ?
16. Mention any four financial function of MS Excel.
17. Which are the different templates in MS Word ?
18. Explain steps for creating table in MS Word.
19. How can we insert text into a drawing in Word ?
20. What is ISP ?

(8 × 2 = 16 marks)

### Part C

*Answer any **six** questions.  
Each question carries 4 marks.*

21. Explain spell check in MS Word.
22. Explain linking in MS Excel and its advantages.

23. Explain four applications of Internet.
24. What is Internet protocol suite ?
25. Explain Country Code Top Level Domain with example.
26. Explain Goal seek in MS excel with the steps to use.
27. What is the function of record in macros in MS Word and mention the steps for doing it ?
28. Explain second level domain with example.

(6 × 4 = 24 marks)

#### **Part D**

*Answer any **two** questions.  
Each question carries 15 marks.*

29. Explain the process of formatting a MS Word document.
30. Explain how to create chart in MS Excel.
31. Explain the Internet protocol suite.

(2 × 15 = 30 marks)

**C 20022–A****(Pages : 4)****Name.....****Reg. No.....****SIXTH SEMESTER U.G. DEGREE EXAMINATION, MARCH 2022****(CUCBCSS—UG)****B.Com.****BCM 6B 14—COMPUTER APPLICATION SPECIALIZATION—III : OFFICE  
AUTOMATION TOOLS****(2017 and 2018 Admissions)****(Multiple Choice Questions for SDE Candidates)****Time : 15 Minutes****Total No. of Questions : 20****Maximum : 20 Marks****INSTRUCTIONS TO THE CANDIDATE**

1. This Question Paper carries Multiple Choice Questions from 1 to 20.
2. The candidate should check that the question paper supplied to him/her contains all the 20 questions in serial order.
3. Each question is provided with choices (A), (B), (C) and (D) having one correct answer. Choose the correct answer and enter it in the main answer-book.
4. The MCQ question paper will be supplied after the completion of the descriptive examination.

BCM 6B 14—COMPUTER APPLICATION SPECIALIZATION—III : OFFICE  
AUTOMATION TOOLS

(Multiple Choice Questions for SDE Candidates)

1. Which of the following is / are the additional features of Ms Word 2007 ?
  - (A) Quick access toolbar.
  - (B) Ms Button.
  - (C) Ribbon.
  - (D) All the above.
2. Why headers and footers used in MS -Word ?
  - (A) To enhance the overall appearance of the document.
  - (B) To mark the starting of a page.
  - (C) To make large document more readable.
  - (D) To allow page headers and footers to appear on document when it is printed.
3. A \_\_\_\_\_ is a small program that helps to automate a frequently used series of commands in most productivity software tools.
  - (A) Macro.
  - (B) Utility.
  - (C) Template.
  - (D) Wizard.
4. If you will be displaying or printing your document on another computer, you'll want to make sure and select the \_\_\_\_\_ option under the 'Save' tab.
  - (A) Embed True Type Fonts.
  - (B) Embed Fonts.
  - (C) Save True Type Fonts.
  - (D) Save Fonts.
5. Which of the following button will allow you to add, delete, or change records in your Data Source ?
  - (A) 'Edit' button.
  - (B) 'Data editing' button.
  - (C) 'Data Source' button.
  - (D) 'Edit Data Source' button.
6. A file in Ms Excel is Called \_\_\_\_\_.
  - (A) Work sheet.
  - (B) Work book.
  - (C) Work field.
  - (D) Work file.
7. A function inside another function is called \_\_\_\_\_.
  - (A) Nested function.
  - (B) Round function.
  - (C) Sum function.
  - (D) Text function.

8. Can you set 0.5 inch left indentation for a cell in Excel ?
- (A) Excel does not have indentation feature.
  - (B) You can specify indentation only if you turn the rulers on.
  - (C) Indentation can be set from Format Cells dialog box.
  - (D) The indentation can be specified only when printing.
9. Formatting a cell in Currency, you can specify :
- (A) Decimal Places.
  - (B) Currency Symbol.
  - (C) Both of above.
  - (D) None of above.
10. Which function will you use to enter current time in a worksheet cell ?
- (A) = today( ).
  - (B) = now( ).
  - (C) = time( ).
  - (D) = current Time ( ).
11. Which of the following you can paste selectively using Paste Special command ?
- (A) Validation.
  - (B) Formats.
  - (C) Formulas.
  - (D) All of above.
12. Edit >> Delete command :
- (A) Deletes the content of a cell.
  - (B) Deletes Formats of cell.
  - (C) Deletes the comment of cell.
  - (D) Deletes selected cells.
13. In slide layout panel how many layouts are available for text layout by default ?
- (A) 4.
  - (B) 7.
  - (C) 12.
  - (D) None of above.
14. What lets you to create new presentation by selecting ready-made font color and graphics effects ?
- (A) Presentation Template.
  - (B) Master Slide.
  - (C) Design Template.
  - (D) Animation Scheme.
15. What PowerPoint feature will you use to apply motion effects to different objects of a slide ?
- (A) Slide Transition.
  - (B) Slide Design.
  - (C) Animation Objects.
  - (D) Animation Scheme.

Turn over

16. What is the best way to create another copy of a slide ?
- (A) Click the slide then press Ctrl+A and paste in new slide.
  - (B) From Insert Menu choose Duplicate Slide.
  - (C) Redo everything on a new slide that you had done on previous slide.
  - (D) None of above.
17. What are the three options available in Insert>> Picture menu ?
- (A) Clipart, Pictures, Shapes.
  - (B) Clipart, From File, Shapes.
  - (C) Clipart, From Files, AutoShapes.
  - (D) Clipart, Pictures, AutoShapes.
18. The HTML programming uses \_\_\_\_\_.
- (A) Tags.
  - (B) Numbers.
  - (C) Pictures.
  - (D) Tables.
19. \_\_\_\_\_ provides the continuous access to the wireless network services and the flexible communication between the people.
- (A) Network.
  - (B) Laptop.
  - (C) Mobile Computing.
  - (D) Personal Computing.
20. \_\_\_\_\_ is a software program that secretly collects information and monitors your actions without your knowledge.
- (A) Ad ware.
  - (B) Freeware.
  - (C) Spy ware.
  - (D) Hidden ware.