SIXTH SEMESTER B.Com DEGREE EXAMINATION, APRIL 2023

(Regular/Improvement/Supplementary)

COMPUTER APPLICATION

GBCM6B18T: OFFICE AUTOMATION TOOLS

Time: 2 ½ Hours   **Maximum Marks: 80**

SECTION A: Answer the following questions. Each carries *two* marks.
(Ceiling 25 Marks)

1. What is internet?
2. What is Electronic Spread Sheet?
3. How can you add a new slide in a Presentation?
4. What do you mean by a work book in MS Excel?
5. Write a note on computer network.
6. How to create a new document in MS Word?
7. What is hyper link? How we can use it?
8. Mention the use of chart in MS Excel.
9. Write short note on MS Power Point.
10. Define indentation.
11. Comment on IP address.
12. What is Clip Art?
13. Explain DNS.
14. What is blank presentation?
15. Give an account on File Transfer Protocol.

SECTION B: Answer the following questions. Each carries *five* marks.
(Ceiling 35 Marks)

16. Define Macro. Write down the steps to record a new Macro?
17. What is text alignment? What are the different alignments available in MS Word?
18. Discuss the different mathematical and statistical functions in MS Excel.
19. Explain the methods of preparing a chart in MS Excel.
20. Briefly explain the functions of Slide Show view in MS Power Point.
21. Explain the functions of the following in MS Power Point
    a) Auto Content Wizard   b) Template
22. How internet is useful for E-Governance?
23. What is meant by domain name? Explain any two types of domain names.

SECTION C: Answer any *two* questions. Each carries *ten* marks.

24. What is Mail Merge? Explain the procedure for merging mails in MS Word.
25. What is Pivot Table? How it is created and formatted? What are its Applications?
26. Name and explain commonly used Internet Protocol Suites.
27. How internet is useful for education and business? Explain.

(2 × 10 = 20 Marks)