D6BCM2105

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SIXTH SEMESTER B.Com. DEGREE EXAMINATION, APRIL 2024

(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 are the uses of Drop Cap?
2. State the use of 'Undo' Command.
3. What is the use of formula bar in MS Excel?
4. Mention the features of MS Excel.
5. What is cc TLD?
6. Write an account on URL.
7. What is Intranet?
8. What is Client Server Computing?
9. Comment on slideshow.
10. What is slide transition?
11. How to copy and paste text in MS Word?
12. What is spread sheet?
13. How can you add a new slide in a presentation?
14. How to create a new document in MS Word?
15. Give an account on WWW.

SECTION B: Answer the following questions. Each carries *five* marks.

(Ceiling 35 Marks)

16. Explain the various ways to view and work on slides.
17. List out the any five statistical functions used in MS Excel.
18. Describe the application of Internet in E-Governance.
19. Explain the important protocols related with internet.
20. What do you mean by goal seek? Discuss its business applications.
21. Discuss the methods of checking spelling and grammar mistakes in MS Word.
22. Enlist the steps to insert footer in word documents.
23. Explain scenario reports and their applications.

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

24. What is mail merge? Explain the process of mail merge.
25. What is meant by domain name? Explain different types of domain names.
26. Briefly explain the various facilities available on internet.
27. How scenario management can be used in business decision making?

(2 x 10 = 20 Marks)