

SIXTH SEMESTER B.Com. DEGREE EXAMINATION, APRIL 2025

(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 SMTP?
2. How can you insert the date and time into the header and footer?
3. What are Undo and Redo commands?
4. Mention the use of Find and Replace Dialogue box.
5. What is URL?
6. List down the steps to add formula in a table cell available in Word document.
7. What are the various ways of selecting data in the Excel sheet?
8. How can you create a chart in excel?
9. What are the options on the first column of the backstage view in MS Word?
10. Is it possible to convert a presentation into a video? If yes, how?
11. What do you understand by the ordering of objects? What are its needs?
12. How to insert slide number on presentation?
13. Distinguish between PV function and NPV function.
14. Comment on Transmission control protocol.
15. What is G2C?

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

16. How can you modify an original template file?
17. What is domain name? Mention important types of domain names generally used.
18. Explain the text formatting options available in MS PowerPoint.
19. Describe the function of Merge Cell. How can you split a merged cell?
20. What do you understand by Slide view?
21. How can you convert an existing text to a table? Explain.
22. Explain the types of interaction in E-Governance.
23. Make notes on sharing excel workbook with other programs.

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

24. "Borders, shadings and graphic fills can add interest and emphasis to various parts of the document." Explain.
25. What is network? Explain the components of computer network.
26. How scenario management can be used in business decision making?
27. Explain slide transitions and the categories of transitions with diagrams.

(2 x 10 = 20 Marks)