

D6BCM2305

Reg. No.....

Name:

SIXTH SEMESTER B.Com. DEGREE EXAMINATION, APRIL 2026

(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 functions of "Undo" & "Redo" commands in MS-Word?
2. What are "Transitions" in MS-PowerPoint?
3. Mention the purpose of "Auto Format" in MS-Word.
4. Briefly explain the term "Client-Server Computing."
5. What is the difference between absolute and relative cell referencing in MS-Excel?
6. Define conditional formatting in MS-Excel.
7. What is a "ccTLD"? Provide an example.
8. How can you preview a slideshow in MS-PowerPoint?
9. Explain the term "Distributed Computing."
10. What is the Slide Master in MS-PowerPoint?
11. Explain the term "Clip Art" in MS-Word.
12. What is the use of the "Goal Seek" tool in MS-Excel?
13. What is a URL?
14. What is a header or footer, and how do you insert one in MS-Word?
15. How do you apply text wrapping in MS-Excel?

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

(Ceiling 35 marks)

16. Describe the steps to record and run a macro in MS-Word.
17. What are the advantages of internet?
18. Explain the process of creating and customizing a chart in MS-Excel.
19. Describe the steps to create and format a table in MS-Word. Provide examples of formatting options.
20. What are the applications of spreadsheets?

(PTO)

21. Explain how to use the Auto Content Wizard to create a PowerPoint presentation. What are its advantages?
22. Explain the different slide views available in MS-PowerPoint and their purposes
23. Discuss the history and development of the internet in India. How has it impacted communication and commerce?

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

24. Explain the concept of Mail Merge and how it enhances productivity in office tasks. Illustrate with an example.
25. Explain the applications of the internet in education, business, and governance, with relevant examples.
26. What are the key statistical functions in MS-Excel? Describe their uses and applications in data analysis.
27. Discuss the process of creating a PowerPoint presentation. Explain the steps involved?

(2 × 10 = 20 Marks)