

(NO. OF PAGES: 2)

(FOR THE CANDIDATES ADMITTED

21UCF2A2

DURING THE ACADEMIC YEAR 2021 ONLY)

REG.NO.

N.G.M.COLLEGE (AUTONOMOUS): POLLACHI

END-OF-SEMESTER EXAMINATIONS: JULY 2022

B.COM (FINANCE)

MAXIMUM MARKS: 70

SEMESTER: II

TIME: 3 HOURS

PART – III

OFFICE AUTOMATION

SECTION - A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

MULTIPLE CHOICE QUESTIONS.

(K1)

1. Booting in the operating system means _____.
(a) Restarting Computer (b) Install the Program
(c) To Scan (d) To Turn off
2. Short cut key of cut in Word document is _____.
(a) Ctrl + C (b) Ctrl + V (c) Ctrl + W (d) Ctrl + F
3. To enter formula in Excel _____ symbol is used.
(a) \$ (b) + (c) = (d) #
4. Which of the following section does not exist in slide layout?
(a) Titles (b) Lists (c) Charts (d) Animations
5. A ____ enables you to view data from a table based on a specific criterion
(a) Query (b) Report (c) Form (d) Command

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. What do you mean by Hardware?
7. Write a brief note on mail merge.
8. Briefly explain the term sorting.
9. Give a note on slide sorter view.
10. Define database.

SECTION – B

(5 X 4 = 20 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.

(Qn. No. 11 to 15) 10 questions (a & b) – 2 questions from each unit.

(K3)

11. a) Explain in detail various characteristics of computers.

(OR)

- b) Explicate in detail features of windows.

12. a) Discuss in detail formatting of text and paragraph.

(OR)

- b) How do you incorporate header and footer in a word document?

(CONTD...2)

13. a) How will you insert and delete rows and columns in an Excel?

(OR)

b) Narrate the method of creating charts in Excel.

14. a) List out the different views in Power point.

(OR)

b) How does animation and sound effect can be incorporated in Power point presentation?

15. a) Explain the methods of report generation in MS Access?

(OR)

b) Describe in detail the various types of queries.

SECTION - C

(4 X 10 = 40 MARKS)

ANSWER ANY FOUR OUT OF SIX QUESTIONS

**(16th QUESTION IS COMPULSORY AND ANSWER ANY THREE QUESTIONS
(FROM Qn. No : 17 to 21) (K4 (Or) K5)**

16. Elucidate in detail the different types of operating systems.

17. Describe in detail the procedure involved on mail merge.

18. Discuss in detail the conditional formatting.

19. Summarise the procedures involved in automaton of presentation.

20. Narrate the method of creating table and storing of data in MS Access.

21. Explain the procedures involved in importing and exporting of documents in Word.
