(FOR THE CANDIDATES ADMITTED   SUBJECT CODE 23UCF1A1

DURING THE ACADEMIC YEAR 2023 ONLY)   REG.NO.

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

END-OF-SEMESTER EXAMINATIONS: NOVEMBER 2023

B.COM FINANCE   **MAXIMUM MARKS: 75**

SEMESTER:I   **TIME : 3 HOURS**

PART-III

OFFICE AUTOMATION

SECTION – A   **(10 X 1 = 10 MARKS)**

ANSWER THE FOLLOWING QUESTIONS. (K1)

1. Which of the following is not an operating system?

   a) Windows   b) Linux   c) Oracle   d) DOS

2. What is the function of the spelling and grammar tool?

   a) Corrects Spelling Errors As You Type   b) Indicates Grammatical Errors

   c) Identifies Words with Capitalization Problems   d)All the Above

3**.** MS Excel is a _____.

   a) Database Management software   b) Presentation software

   c) Workbook software   d)Spreadsheet software

4. What is the default PowerPoint standard layout?

   a) Blank   b)Title slide **c)** Title only d) Comparison

5. Microsoft Access is a _____

   a) Network Database Model   b) RDBMS   **c)** ORDBMS   d) OODBMS

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES (K2)

6. What is computer?

7. Write the shortcut key for finding and Replacing a text.

8. What is meant by Auto Fill?

9. Give meaning of Slide transition?

10. Interpret Query.

SECTION – B   **(5 X5 = 25 MARKS)**

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)

11(a)State the classification of printers.

(OR)

(b) Discuss the use of the mouse in the computer.

12(a) Indicate the ways for editing documents.

(OR)

(b) Explain the features available for formatting documents?

13(a) Describe the methods for building a worksheet

(OR)

(b) Analyse the uses of Statistical functions in MS Excel.

14(a) State the purpose of creating MS PowerPoint presentations.

(OR)

(b) Summarise the method of running a Slide show.

15(a) Determine the objects in MS Access.

(OR)

(b) Outline the method for creating Reports.

SECTION – C   **(5 X8 = 40 MARKS)**

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWIN QUESTIONS.(K4/K5)

16.(a) Discuss the characteristics of computer.

(OR)

(b) Give a detailed note on (i) Hard ware (ii) Software.

17.(a) Interpret the method for using Spelling Check and Grammar Check?

(OR)

(b) Write the main steps of mail merge.

18.(a)Explain the salient features of Microsoft Excel.

(OR)

(b) State the methods for creating and formatting various types of charts.

19.(a) Construct the method of creating Presentations in MS Power Point.

(OR)

(b) Examine the methods of creating graphs in Power Point.

20.(a) Explain the various types of keys in MS Access.

(OR)

(b) Point out the various types of Queries used in MS-Access.

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