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(FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2024 ONLY)

SUB CODE **24UCF1A1**

REG.NO. :

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

END-OF-SEMESTER EXAMINATIONS : NOV-2024

B.COM FINANCE

MAXIMUM MARKS: 75

SEMESTER - I

TIME : 3 HOURS

PART - III

24UCF1A1 OFFICE AUTOMATION

SECTION – A (10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

1.What is the full form of CPU?

- a)Computer processing unit b) Computer principle unit
c) Central processing unit d) Control processing unit

2. Short cut key to a file is -----.

- a) Alt+F1 b) Alt+F2 c)Alt+F3 d) Alt+F4.

3. In excel formula starts with _____sign in the formula bar?

- a) = b) + c) - d) /

4. Default file extension for a power point presentation is _____

- a) .ppt b) .pptx c) .pptc d) .ppte

5. _____ Data type is used to store picture in MS Access

- a) picture b) memo c) OLE object d) IMG

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

6. Expand the term FTP.

7. Any two types of Software.

8.How do you insert page number?

9.How to accesse slide sorter in Power point?

10.How many views does MS Access have?

SECTION – B

(5 X 5 = 25 MARKS)

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

11. a)What are the Characteristics of Computers.

(OR)

b)Write Shorts on Software and Hardware.

12. a) How to Create a document in Ms.Word. and

How do you save a document in MS-Word?

ETHICAL PAPER

(OR)

b) Explain the importance of mail merge?

13. a) What is Excel? List out the Application of Excel.

(OR)

b) How to Edit the text in a Cell. And How to create a chart in Spread Sheet?

14. a) Explain The Following Slide Manipulation Techniques

i) Changing Layout

ii) Puplicating Slide

(OR)

b) How can you Execute a Macro in PowerPoint? Explain

15. a) Explain The Following Data Base Components

i) Tables

ii) Queries

(OR)

a) (a) Discuss various types of relationship in Access.

SECTION – C

(5 X 8 = 40 MARKS)

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

16. a) What is Computer? Explain its History and Generation.

(OR)

b) Explain the Advantage and disadvantage of Computer.

17. a) Explain the Text Formatting in MS-Word.

(OR)

b) Discuss the process or mail merge.

18. a) Explain the Steps to Format a “Worksheet”.

(OR)

b) Discuss about entering and Editing text in MS-Excel.

19. a) Write the Different views of PowerPoint?

b) Discuss the Features of the Automation Presentation.

(OR)

20. (a) How will you create a report in MS access?

(OR)

(b) How will you create filters in Ms –Access?
