(FOR THE CANDIDATES ADMITTED   SUBJECT CODE │ 24UEC102 │

DURING THE ACADEMIC YEAR 2024-25 ONLY)   REG.NO.:│   │

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS: NOVEMBER – 2024

B.Com.-E.COMMERCE   **MAXIMUM MARKS: 75**

SEMESTER: I   **TIME : 3 HOURS**

PART – III
BUSINESS APPLICATION SOFTWARE
SECTION – A   (10 X 1 = 10 MARKS)
ANSWER THE FOLLOWING QUESTIONS.   **(K1)**

1.   In Microsoft Word, which of the following keyboard shortcuts is used to copy text?

   (a)   Ctrl + V   (b)   Ctrl + X

   (c)   Ctrl + C   (d)   Ctrl + Z

2.   Which option allows you to insert pictures or images into a Word document?

   (a)   Insert Graphics   (b)   Insert Mail Merge

   (c)   Insert Columns   (d)   Insert Header

3.   What is the first step in creating a chart in Excel?

   (a)   Inserting a table   (b)   Selecting the data range

   (c)   Using the Find and Replace function (d)   Formatting cells

4.   Which of the following is used to create relationships between tables in a database?

   (a)   Forms   (b)   Queries

   (c)   Primary and Foreign Keys   (d)   Reports

5.   Which of the following can be imported into a PowerPoint presentation from another application?

   a)   Only text files   b)   Only audio files

   c)   Only spreadsheet data d)   Graphics and videos

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES   **(K2)**
6.   Define the role of the ribbon in Microsoft Word.

7.   What is the use of the "Format Painter" in Word?

8.   Describe the steps to insert a new row in an Excel worksheet.

9.   Define the term "database" in the context of Access.

10.   Clarify the role of sound effects in enhancing a presentation.

ETHICAL PAPER

SECTION – B   (5 X 5 = 25 MARKS)
ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.
(K3)

11. (a) Use the "Find and Replace" tool to locate all instances of a word and replace it with another in a Word document.

(OR)

(b) Apply different font styles to a heading in a Word document.

12. (a) Insert a table into a Word document to organize a list of items.

(OR)

(b) Apply different table styles to change the appearance of a table in Word.

13. (a) Demonstrate how to copy and paste a block of data from one part of the worksheet to another.

(OR)

(b) Create a pie chart to visualize the data from a selected range in Excel.

14. (a) Apply filtering techniques in a query to isolate particular data records.

(OR)

(b) Implement sorting in a query to organize results based on a specific field.

15. (a) Create a slide show from an existing presentation and outline the steps taken.

(OR)

(b) Compare and contrast the different views in PowerPoint regarding their usefulness.

SECTION – C   (5 X 8 = 40 MARKS)
ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.
(K4 (Or) K5)

16. (a) Compare the various methods of formatting text in Word (e.g., Bold, Italic, Underline).

(OR)

(b) Show how to format a paragraph with justified alignment in Microsoft Word.

17. (a) Analyze how Mail Merge can save time when sending personalized letters.

(OR)

(b) Compare the different text wrapping options for images in Word.

18. (a) Analyze the differences between using relative and absolute references in Excel formulas.

(OR)

(b) Critique the use of conditional formatting in a sales report to highlight performance trends.

19. (a) Critique a database design by assessing its normalization and relationship structures.

(OR)

(b) Identify potential issues when creating relationships between tables with incompatible data types.

20. (a) Investigate the role of templates in enhancing the aesthetic appeal of presentations.

(OR)

(b) Evaluate the integration of external objects and how it impacts the flow of a presentation.

ETHICAL PAPER

******