20UBM517

(FOR THE CANDIDATES ADMITTED

DURING THE ACADEMIC YEAR 2020 ONLY)   REG.NO. :

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

END-OF-SEMESTER EXAMINATIONS : DECEMBER-2022

COURSE NAME: B.B.A   **MAXIMUM MARKS: 70**

SEMESTER: V   **TIME : 3 HOURS**

PART - III

P C SOFTWARE (MS OFFICE) -THEORY

SECTION - A   **(10 X 1 = 10 MARKS)**

ANSWER THE FOLLOWING QUESTIONS.

MULTIPLE CHOICE QUESTIONS.   **(K1)**

1. What are the usages of Computer Mouse?

    a. Drawing   b. Creating Lines   c. Selecting   d. All of these

2. Choose the purpose of Ctrl + Z short key in Ms-Word_____.

    a. Goback   b. Redo   c. Undo   d. Repeat

3. Name the process of arranging the items of a column in some sequence or order_____.

    a. Arrange   b. Auto fill   c. Sorting   d. Filtering

4. Which extension is used to store a PowerPoint file?

    a. .pot   b. .ptt   c. .dtp   d. .ppt

5. Which of the following is not a type of Microsoft access database object?

    a. Macros   b. Modules   c. Worksheets   d. Table

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

6. Define Windows 2000.

7. Interpret how to use Find & Replace in Ms Word.

8. Indicate how to select Range in Excel.

9. Illustrate how to Create PowerPoint

10. Explain how to Add Record in Ms Access.

SECTION – B   **(5 X 4 = 20 MARKS)**

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

11. a)   Examine the Components of Ms Office.

(OR)

    b)   Describe the Features of Windows.

12. a)   Discover how editing is restricted in MS Word.

(OR)

    b)   List the Elements of Ms-Word.

13. a) Examine how to freeze panes in Ms-Excel.
                              (OR)
     b) Determine the Benefits of Ms-Excel.

14. a) Discuss the Main parts of PPT.
                              (OR)
     b) Describe how to add Graphs in PPT

15. a) Assess the several file extensions in MS Access.
                              (OR)
     b) Identify the Objects of Ms-Access

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. Examine the Functions of Control Panel.

17. List out some Keyboard shortcuts in Windows.

18. Determine the Ways to work in Ms-Word.

19. Summarize the Excel Formulas and Functions.

20. Plan how to Make a PowerPoint Presentation (Step-by-Step).

21. Examine the major functions and uses of MS Access.

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