

(6 pages)

Reg. No. :

Code No. : 7456

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M.Com (CBCS) DEGREE EXAMINATION,
NOVEMBER 2020.

First Semester

Commerce – Core

OFFICE AUTOMATION

(For those who joined in July 2017 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Mailmerge is the process of combining document design with a list to create multiple copies of document for each entry in the list. The list is called ____.
- (a) Main Document (b) Data Source
- (c) Form Label (d) Database

2. The minimum number of rows and columns a word table can have is ____.
- (a) Zero (b) 2 Rows and 1 Cols
(c) 2 Rows and 2 Cols (d) 1 Row and 1 Col
3. Which of these charts does not exist in Ms-Excel?
- (a) Scatter (b) Line
(c) Doughnut (d) Graph
4. Ms-Excel based on ____ software.
- (a) Windows (b) Dos
(c) Unix (d) Linux
5. The size of a field with number data type can not be ____.
- (a) 2 (b) 4
(c) 8 (d) 16
6. The columns in a Microsoft access table are also called ____.
- (a) Rows (b) Records
(c) Fields (d) Columns
7. Which option on the custom animation task pane allows us to apply a present or custom motion path?
- (a) Add effect (b) Emphasis
(c) Animate Now (d) All the above

8. Which command brings us to the first slide in our presentation?
- (a) Next slide button (b) Page up
(c) Ctrl+Home (d) Ctrl+End
9. Who are the primary users of ERP systems?
- (a) Sales, Marketing, Customer service
(b) Accounting, Finance, Logistics and Production
(c) Customers, Resellers, Partners, Suppliers and Distributors
(d) All the above
10. MRP stands for ____.
- (a) Material Requirement Planning
(b) Management Requirement Planning
(c) Microsoft Requirement Planning
(d) None

PART B — ($5 \times 5 = 25$ marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) List out and explain any three page formatting methods available in Ms-Word.

Or

- (b) What are the main features of Ms-Word?

12. (a) List out any five financial functions available in Excel.

Or

- (b) How to work with numbers in Excel?

13. (a) Write down the data types available in Ms-Access.

Or

- (b) What are the objectives of Ms-Access data base?

14. (a) How to add animation effect in presentation?

Or

- (b) How to modify visual elements in the presentation?

15. (a) Give a brief note on the significance of Business Engineering.

Or

- (b) Write down the business benefits of ERP.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) How do you create table in Ms-Word? Explain the features available in it.

Or

- (b) How do you send same letter to more than 1000 employees? Explain the steps involved in it.

17. (a) How to create Pie-chart in Excel? Explain with an example.

Or

- (b) Write short note on the following :
- (i) Creating Excel Worksheet
 - (ii) Printing Excel Worksheet

18. (a) Give a brief note on Query and Report.

Or

(b) How to create database through table wizard an Design Window?

19. (a) How to add objects and applying transitions in presentation?

Or

(b) Create a Powerpoint presentation that shows information about any five states of India.

20. (a) What is ERP? Explain the historical evolution of ERP in detail.

Or

(b) Write short note on the following :

(i) Business Engineering

(ii) ERP in Business Processes
