

(6 pages)

Reg. No. :

Code No. : 42349

Sub. Code : GACN 21

B.Com. (CBCS) DEGREE EXAMINATION,
APRIL 2014.

Second Semester

Computer Application — Allied

OFFICE AUTOMATION

(For those who joined in July 2012 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Which company developed Ms-office 2000?

- (a) *Microsoft
- (b) Corel
- (c) Novell
- (d) None of the above

2. A feature of Ms-Word that saves the document automatically after certain interval is available on

- (a) Save tab on options dialog box
- (b) Save as dialog box
- (c) Both of above
- (d) None of the above

3. How many ways you can save a document

- (a) 3
- (b) 4
- (c) 5
- (d) None of the above

4. What is the short cut key to open the open dialog box

- (a) F 12
- (b) Shift F 12
- (c) Alt + F 12
- (d) None of the above

5. To select multiple non-adjacent cells in a worksheet you will click them holding

- (a) Ctrl key
- (b) Alt key
- (c) Shift key
- (d) None of the above

6. The accounting style shows negative numbers is

- (a) Bold
- (b) Brackets
- (c) Parenthesis
- (d) None of the above

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7. The best – suited view for moving the slide order is
- (a) The normal view
 - (b) The slide sorter view
 - (c) Preview
 - (d) None of the above
8. Presentation contains a predefined format and color scheme.
- (a) Template
 - (b) Slide
 - (c) Ruler
 - (d) None of the above
9. What is the purpose of indexing
- (a) To reduce table size
 - (b) To speedup data search
 - (c) Maximum
 - (d) None of the above
10. In a datasheet, which icon appears at the left side of a record while it is being edited
- (a) Pencil
 - (b) Asterisk
 - (c) Selector
 - (d) Pointer

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PART B — (5 × 5 = 25 marks)

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

Each answer should not exceed 250 words.

11. (a) Write any five short cut keys in office.

Or

- (b) What are the steps to add header and footer toolbar method?

12. (a) What are the basic steps for printing a document? Also explain how to protect documents.

Or

- (b) Explain fill option in Edit menu.

13. (a) Write the steps in creating a chart.

Or

- (b) Write short notes on track changes with all option.

14. (a) Differentiate clipart from word Art.

Or

- (b) Write about record macro in brief.

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[P.T.O.]



15. (a) What is a Form? How to create a form using form wizard?

Or

- (b) How to modify a form in MS-Access?

PART C — (5 × 8 = 40 marks)

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

Each answer should not exceed 600 words.

16. (a) Bring out the importance of office 2000.

Or

- (b) Make a brief account on customizing office application.

17. (a) Write the steps in creating a chart to represent different parties.

Or

- (b) Discuss five date and string functions.

18. (a) Explain how to convert text to or from a table.

Or

- (b) Write a macro that is run using the shortcut and also write the steps.

19. (a) Discuss the template wizards.

Or

- (b) How to change the document margins in a word document? Also explain Gutters facilitate binding.

20. (a) Illustrate the procedure for creating a report.

Or

- (b) Write short notes on track changes with all option.
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