

Code No: 5543

Reg. No:

Sub Code: PKCM14

M.Com (CBCS) DEGREE EXAMINATION, APRIL 2021

FIRST SEMESTER

COMMERCE - CORE

OFFICE AUTOMATION

(for those who joined in July 2017 onwards)

Time: Three hours

Maximum: 75 marks

PART - A (10 X 1 = 10 Marks)

Answer all the Questions choose the correct answer

1. The shortcut command of 'save' in word:

- (A) Ctrl + A (B) Ctrl + C (C) Ctrl + V (D) Ctrl + S

2. Following font size is not supported by word:

- (A) 15 (B) 72.5 (C) 102.89 (D) 32

3. Statistical calculations and preparation of tables and graphs can be done using

- A) Adobe Photoshop B) Excel C) Notepad D) Power Point

4. Which one is not a Function in MS Excel?

- A) SUM B) AVG C) MAX D) MIN

5. Which of the following is not a type of MS Access database object?

- A) Table B) Form C) Worksheets D) Modules

6. The size of yes/no field is always

- A) 1 Bit B) 1 Byte C) 1 Character D) 1 KB

7. Which type of view is not present in MS PowerPoint?

- (A) Normal (B) Slide show
(C) Slide sorter (D) Extreme animation

8. Which feature is not in MS PowerPoint?

- (A) Scan a virus (B) Zoom (C) Background color (D) Slide show

9. is the integrated management of main business processes, often in real time and mediated by software and technology.

- A) Business Engineering B) Enterprise resource planning
C) Both (a) and (b) D) None

10. ERP systems have connectivity as part of their product offering. This requires that the vendors offer specific support for the plant floor equipment their customers operate.

- A) Database Integration B) Direct integration C) Both (a) and (b) D) None

PART – B (5 X 5 = 25 Marks)

Answer ALL Questions, choosing either (a) or (b) each answer should not exceed 250 words

11. a) List out the steps involved in publishing online forms in MS-Word.

[or]

b) What are the uses of Bullets and Numbering available in MS Word?

12. a) How do you change the worksheet layout?

[or]

b) How to creating Named ranges in Excel?

13. a) Give a brief note on Reports in MS-Access.

[or]

b) How to start MS Access?

14. a) What are the different types of animation effects available in Power point?

[or]

b) How to create a basic Power point presentation?

15. a) Write short note on the Evolution of ERP.

[or]

b) Describe the significance of Business Engineering.

PART – C (5 X 8 = 40 Marks)

Answer ALL Questions, choosing either (a) or (b) each answer should not exceed 600 words

16. a) Describe the step by step procedure to implement mail merge concept.

[or]

b) What are the uses of Header and Footer in MS-Word? How do you add automatic page number and other features in Header and Footer?

17. a) What are the different charts available in Excel? List out the steps involved in creation of Pie Chart with neat diagram.

[or]

b) Write short note on the following:

i) Working with Numbers

ii) Statistical function and its usage.

18. a) What is Query? How do you create load or edit a query in Excel?

[or]

b) What are the different data types available in MS-Access? Explain each one of them.

19. a) How to add object in Power point presentation? Explain the steps involved in it.

[or]

b) How to prepare handouts in Power point? Explain it in detail.

20. a) Explain ERP's Integrated system approach and Business benefits in detail.

[or]

b) What is Business Engineering? Explain its principles in detail.