Reg. No. | | | | | | | | | | | | | |

No. 9100 **Sub. Code : 19A344E**

B.Com (A.F.) DEGREE EXAMINATION,
NOVEMBER 2023

(Autonomous)

Fourth Semester

OFFICE AUTOMATION PACKAGE

Time : Three hours Maximum : 75 marks

SECTION A — ($10 \times 2 = 20$ marks)

Answer any TEN questions.

Each questions carries 2 marks.

1. Define file.
2. What is folder?
3. How you create a directory?
4. What is bulleting? How you implement in your Word document?
5. Define Header and footer in text document.
6. Define workbook.

7. What is cell? Mention various types of refere... a cell.

8. How you filter data's in Excel sheet?

9. How you present clip art in slide?

10. How do you do frame movements in slides?

11. What are browser? List few.

12. Define URL.

SECTION B — (5 × 5 = 25 marks)

Answer any FIVE questions.

Each question carries 5 marks.

13. Explain various operations on files.

14. Write notes on creation of folder and how ... store and remove directory and files.

15. Describe the process of creating numb... bullets, footer and header on text document.

16. Explain with neat procedure of find and repl... word, Spell checking in word document.

17. Write a procedure for Mixed mode referenc... cell in Excel.

...plain the procedure of sorting and ...plementing logical functions in Excel.

...plain various presentation types in power point.

(a) List various browsers available (2)

(b) Explain how you use browser (3).

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

Each question carries 10 marks.

(a) (i) Define desktop (2).

(ii) Mention its usage. (2)

(b) Explain how you create and delete icons and folders, And process it. (6)

(a) What is a document? (2)

(b) Explain the process of Copying text and picture from Excel and PowerPoint in Mail Merge. (8)

23. (a) What is Excel and its us

(b) Explain the procedure of creating vari charts.

24. (a) Mention the application areas of powe point.

(b) Explain with neat diagram the proced creating and displaying your college li automation system.

25. (a) Define website.

(b) Explain the procedure of creating we your college and how you register wit particular URL.

S.No