

(6 pages)

**Reg. No. :** .....

**Code No. : 7456 N**

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

First Semester

Commerce – Core

OFFICE AUTOMATION

(For those who joined in July 2020 only)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer.

1. Which of the following is not one of the three 'Mail Merge Helper' steps
  - (a) merger the two files
  - (b) create the main document
  - (c) set the mailing list parameters
  - (d) create the data source

2. Portrait and landscape are \_\_\_\_\_
- (a) Page orientation (b) Page size  
(c) Page Layout (d) All the above
3. You can add an image to a template by clicking the insert picture from file button on the \_\_\_\_\_ tool bar
- (a) Standard (b) Formatting  
(c) Drawing (d) Picture
4. To drag a selected range of data to another worksheet in the same workbook, use the \_\_\_\_\_
- (a) Tab key (b) Alt key  
(c) Shift key (d) Ctrl key
5. Which of the following will not advance the slides in a slide show view \_\_\_\_\_
- (a) the space bar (b) the ESC key  
(c) the enter key (d) the mouse button
6. What PowerPoint features will you use to apply motion effects to different object of a slide \_\_\_\_\_
- (a) slide transition  
(b) slide design  
(c) animation objects  
(d) animation scheme

7. Microsoft Access is a \_\_\_\_\_
- (a) RDBMS
  - (b) OODBMS
  - (c) ORDBMS
  - (d) none
8. A \_\_\_\_\_ enables you to view data from a table based on a specific criterion.
- (a) Form
  - (b) Query
  - (c) Macro
  - (d) Report
9. Critical steps involved in implementation of ERP \_\_\_\_\_
- (a) Identify the people, Document the process
  - (b) Set the priority, Select the product
  - (c) Engage the partner
  - (d) All the above
10. \_\_\_\_\_ is a process whereby a company, often a manufacturer, manages and integrates the important parts of its business.
- (a) PHP
  - (b) ESP
  - (c) ERP
  - (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) Write short note on the following formatting elements:
- (i) Bold
  - (ii) Italic
  - (iii) Underline

Or

- (b) How do you create header and footer?

12. (a) Write down any five statistical functions in Excel.

Or

- (b) How do you insert a chart in Excel?

13. (a) Give a brief note on Query and forms.

Or

- (b) How do you start a Microsoft access?

14. (a) How do you rearrange the slides?

Or

- (b) How do you formatting text in a PowerPoint presentation?

15. (a) Give a brief note on the business benefits of ERP

Or

- (b) Write short note on the evolution of ERP.

PART C — ( $5 \times 8 = 40$  marks)

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

Each answer should not exceed 600 words.

16. (a) How to create a table in a word document?  
What are the operations made in the table?

Or

- (b) How do you send a same letter to 100 employees in a reputed company? Explain the steps involved in it.

17. (a) How do you edit and changing worksheet layout?

Or

- (b) What are the different types of financial functions available in Excel? Explain each one of them.

18. (a) How do you create table through design window?

Or

- (b) What is the use of MS-Access Database? Explain the parts of Access window.

19. (a) Create a PowerPoint presentation that display your personal details.

Or

- (b) How do you add animation effects in your PowerPoint presentation?

20. (a) Discuss in detail about ERP in Business process.

Or

- (b) What is ERP? Explain the integrated systems approach in ERP.

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