

**(FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2022 ONLY)**

(NO OF PAGES: 2)

22UCO2A2

REG.NO

**NGM COLLEGE (AUTONOMOUS) POLLACHI
END-OF-SEMESTER EXAMINATIONS: MAY- 2023**

B. Com (Aided & SF)

MAXIMUM MARKS: 50

II SEMESTER

TIME: 3 HOURS

PART - III

BUSINESS APPLICATION SOFTWARE AND INTERNET

SECTION – A (10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

(K1)

1. Press ____ to open the help window in the MS Word document.
a. F1 b. F5 c. F9 d. F11
2. The _____ is blue print of a slide/ group of slides of power Point.
a. Page b. Placeholder c. Templates d. Design Plates
3. Which of the following is not a valid type in MS Access?
a. Auto Number b. Currency c. Memo d. Picture
4. A program that is used to view website is called a _____.
a. Browser b. Web Viewer c. Spread Sheet d. Word Processor
5. Collection of documents stored on a computer which is permanently connected with internet around the world is called _____.
a. Telnet b. WWW c. LAN d. FTP

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Mention the use of mail merge in MS word.
7. List the use of power point.
8. What does a query in MS Access do?
9. Expand and Define HTTP.
10. List some search engines.

SECTION – B (5 X 3 = 15 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE QUESTIONS.

(Qn. No. 11 to 15 Questions for Short Answers with internal choices)

(K3)

11. a) What is the difference between find and replace in MS word? Compare
(OR)
b) Write the steps for formatting a text in work sheet.

12. a) Write notes on creating presentation in power points
(OR)
b) Describe the steps in Printing Presentations
13. a) Write notes on tables in MS Access.
(OR)
b) List and define three types of relation between tables.
14. a) List the resources of Internet.
(OR)
b) Write short notes on Uniform Resource Locator.
15. a) Comment on Web Browsing Software.
(OR)
b) Define HTML. List important HTML tags.

SECTION – C**(5 X 5 = 25 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.****(Qn. No. 16 to 20 Questions for Long Answers with internal choices****(K4 (Or) K5)**

16. a) How do you import and export data and files in MS word? Explain
(OR)
b) How do you create a chart with multiple data in excel? Explain
17. a) Illustrate the importance of animation and sound effect in a presentation.
(OR)
b) How do you create, modify and enhance a presentation? Explain
18. a) Explain creating form in MS Access. What are the uses of Forms?
(OR)
b) Explain displaying reports in MS Access with suitable diagram.
19. a) Explain Internet Service Provider.
(OR)
b) Expand and explain the following (i) TCP/IP (ii) FTP
20. a) Explain the Advantages and Disadvantages of E-Mail
(OR)
b) Write HTML program to create a simple web page.
