

(FOR THE CANDIDATES ADMITTED  
DURING THE ACADEMIC YEAR 2023 ONLY)

SUBJECT CODE **23UEC102**

REG.NO. :

**N.G.M. COLLEGE (AUTONOMOUS) : POLLACHI**  
**END-OF-SEMESTER EXAMINATIONS : NOVEMBER – 2023**

**B.Com.-E.COMMERCE**

**MAXIMUM MARKS: 75**

**SEMESTER: I**

**TIME : 3 HOURS**

**PART - III**  
**BUSINESS APPLICATION SOFTWARE**

**SECTION – A (10 X 1 = 10 MARKS)**

**ANSWER THE FOLLOWING QUESTIONS.**

**(Objective Questions with four Multiple Choices)**

**(K1)**

1. Out of the four which one is not a system software .....  
(a) Linux (b) Android (c) Windows (d) Microsoft Word
2. \_\_\_\_\_ is used for creating a batch of documents that are personalized for each recipient.  
(a) Mail Merge (b) Font Setup (c) Paragraph setting (d) Mailings setup
3. \_\_\_\_\_ is a spreadsheet application developed by Microsoft and included in the Office productivity suite.  
(a) Excel (b) Powerpoint (c) Access (d) Windows
4. \_\_\_\_\_ is to represent the relationship between tables.  
(a) Unique (b) Foreign key (c) Not null (d) Check
5. \_\_\_\_\_ is used to make presentations for personal and professional purposes.  
(a) Excel (b) Powerpoint (c) Access (d) Windows

**ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES.**

**(K2)**

6. List five characteristics of a computer
7. Mention two uses of templates in MS – Word.
8. Write any two functions used in MS – Excel.
9. What are the various types of forms in MS – Access?
10. How will you resume the presentation from the current slide in MS – Powerpoint?

**SECTION – B (5 X 5 = 25 MARKS)**

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

**(K3)**

11. a) Show how spelling and grammar checking can be performed.

**(OR)**

- b) Demonstrate how to find and replace text.

12. a) Illustrate using tabs.

**(OR)**

- b) Interpret miscellaneous features of MS – Word.

**(CONTD .... 2)**

- 13. a) Show how rows can be inserted and deleted in MS – Excel.  
**(OR)**  
b) Write a short notes on printing the worksheet.
- 14. a) Demonstrate on creating tables in MS – Access.  
**(OR)**  
b) Interpret on selection with queries can be performed in MS – Access.
- 15. a) Illustrate on working with animation and sounds in MS - Powerpoint  
**(OR)**  
b) Show the various steps involved in printing the presentations.

**SECTION – C**

**(5 X 8 = 40 MARKS)**

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

**(K4 (Or) K5)**

- 16. a) Compare and contrast on moving and copying text with neat example.  
**(OR)**  
b) Construct a paragraph with minimum 10 sentences and present various formatting options.
- 17. a) Examine various methods for enhancing a MS – word document.  
**(OR)**  
b) Outline the methods involved in performing mail merge.
- 18. a) Explain and how to create charts in MS – Excel.  
**(OR)**  
b) Dramatize Editing cells and using commands and functions.
- 19. a) Analyze how Relationship between tables can be performed in MS – Access.  
**(OR)**  
b) Dramatize building user interface using Forms.
- 20. a) Demonstrate importing objects from other applications  
**(OR)**  
b) Narrate automated presentations.