23UCO2A1

(FOR THE CANDIDATES ADMITTED

DURING THE ACADEMIC YEAR 2023   ONLY)   REG.NO.

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI

END-OF-SEMESTER EXAMINATIONS : MAY 2024

B.COM(AIDED & SF)   MAXIMUM MARKS: 75

SEMESTER-II   TIME : 3 HOURS

PART - III
23UCO2A1– BUSINESS APPLICATION SOFTWARE AND INTERNET
SECTION – A   (10 X 1 = 10 MARKS)
ANSWER THE FOLLOWING QUESTIONS. (K1)

1. The ___ works with the standard Copy and Paste commands.
   A. View tab   B. Paragraph dialog box   C. Office Clipboard   D. All of these
2. The File that consists of readymade styles that we can easily use for our presentation is known as:_____
   A. Pre formatting   B. Template   C. Wizard   D. AutoStyle
3. Each row in a table represents?_____
   A. topple   B.record   C.table   D.field
4. A program that is used to view websites is called a_____

   A. Browser   B. Web viewer   C. Spreadsheet   D. Word processor
5. Which one of the following is an example of an internet search engine?

   A. LINUX   B. Google   C.MS Word   D.Windows

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES   (K2)

6. Which short cut key is used to Select all the text in MS Word document?

7. Which of these PowerPoint features would allow any user to create a given simple presentation quicker?

8. What is the most powerful and popular DBMS called?

9. Expand TCP/IP?

10. What is the fullform of WWW?

SECTION – B   (5 X 5 = 25 MARKS)
ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K3)

11.   a)   Explain text and paragraph formatting in MS Word.
                                    (OR)
      b)   Write a note on creating charts and their types in Excel.

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12.   a)   How to import objects from other applications in PowerPoint with example?
                              (OR)
      b)   Write a note on Printing, Modifying and Integrating presentation.

13.   a)   Define database and table. List out the steps to create tables for storing data.
                              (OR)
      b)   Illustrate displaying data with reports.

14.   a)   Elucidate resources and uses of internet.
                              (OR)
      b)   Describe Uniform Resource Locator (URL).

15.   a)   Write a note on web page , web browser and search engine.

                              (OR)
      b)   Explain Telnet and Gopher?

SECTION – C   (5 X 8 = 40 MARKS)
ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K4 (Or) K5)

16.   a)   Discuss mail merge concept in MS Word.
                              (OR)
      b)   What are the statistical and mathematical functions in MS Excel? Explain with example.

17.   a)   Explicate creating a presentation and different views in PowerPoint.
                              (OR)
      b)   How will you create animation and adding sound in the PowerPoint presentation.Give
             detailed steps ?

18.   a)   Converse the relationship between tables and queries with examples.
                              (OR)
      b)   Explain the user interface with forms.

19.   a)   List the hardware and software requirements to connect to the internet.
                              (OR)
      b)   Discuss the following i) TCP/IP ii) FTP iii) HTTP.

20.   a)   Illustrate Electronic Mail (E-Mail).
                              (OR)
      b)   List the important HTML tags and explain creation of simple web page.

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