

**(FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2024 ONLY)**

24UBI308

REG.NO. :

**N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS : NOVEMBER-2025
B.Com- BANKING & INSURANCE
SEMESTER: III
MAXIMUM MARKS: 75
TIME : 3 HOURS**

PART - III

BUSINESS APPLICATION SOFTWARE AND INFORMATION SECURITY

SECTION – A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

MULTIPLE CHOICE QUESTIONS.

(K1)

1. Which is the shortcut key that is used to copy selected text in MS Word?
a) Ctrl + C b) Ctrl + X c) Ctrl + V d) Ctrl + Z
2. To insert a new row in Excel, we use: _____
a) Home → Format → Row b) Insert → Insert Sheet Rows
c) Data → Insert Row d) View → Insert
3. Which feature is used to add movement to text and images in PowerPoint?
a) Transition b) Animation c) Slide Show d) Formatting
4. Which of the following is an example of transmission media?
a) Email b) Optical fiber c) Browser d) Firewall
5. Which of the following is not a strong password?
a) P@ssw0rd123 b) 123456
c) Abc\$7890 d) MyPwd!56

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES.

(K2)

6. Recall the use of Find and Replace.
7. Write the default file extension of an Excel file.
8. State the two uses of Google Maps.
9. List any two goals of information security.
10. Define Computer Forensics.

SECTION – B

(5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)

11. a) Explain the steps to create a Mail Merge in Word.
(OR)
b) Describe the process of creating and formatting a table in word processor.
- 12.a) If the price of an item is \$50 and the sales tax rate 8%, calculate the total cost including tax.
(OR)
b) Differentiate between a Workbook and a Worksheet.

(CONTD.....2)

13.a) List the uses of Google Forms in education.

(OR)

b) How do you add Custom Animation and Sound to slides? Explain.

14. a) Describe the various components of communication system.

(OR)

b) Classify the different types of security threats.

15. a) Differentiate between Intrusion Detection System and Firewall.

(OR)

b) Identify the importance of E-commerce security.

SECTION – C

(5 X 8 = 40 MARKS)

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

(K4 (Or) K5)

16. a) Compare File Export and File Import in MS Word. How are they useful for sharing documents in different formats?

(OR)

b) Explain how Spelling and Grammar check and Thesaurus together improve the quality of a document. Give examples.

17.a) Compare Filter, Auto Filter and Advanced Filter with suitable examples.

(OR)

b) Explain the use of Mathematical and Statistical functions with examples.

18. a) Analyze the different views of PowerPoint with examples.

(OR)

b) How to create a new presentation in MS Power Point? Discuss.

19. a) Compare wired and wireless media with their advantages and disadvantages.

(OR)

b) Examine the various types of cyber attacks.

20.a) Interpret the importance of Password Management. Write the steps to keep a strong password.

(OR)

b) Explain User Authentication and Session Management in Web Security.
