

**(FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2025 ONLY)**

25UCF1A1

REG.NO. :

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

**PART - III
OFFICE AUTOMATION**

SECTION – A (10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

MULTIPLE CHOICE QUESTIONS.

(K1)

1. Which device is used to enter text into a computer?
a) Monitor b) Keyboard c) Printer d) Mouse
2. Which feature helps to automatically correct spelling errors?
a) WordArt b) AutoCorrect c) Mail Merge d) Macro
3. In Excel, the function =SUM(10,20,30) returns:_____.
a) 10 b) 30 c) 60 d) 20
4. Which shortcut key is used to start a slide show from the beginning?
a) F5 b) F7 c) Shift + F5 d) Esc
5. In Access, the unique identifier for each record is called:_____.
a) Foreign Key b) Primary Key
c) Unique Field d) Index

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Recall the use of My Documents.
7. What is meant by exporting a file?
8. Mention the uses of moving and copying cells.
9. How do you stop a slide show?
10. Define database.

SECTION – B

(5 X 5 = 25 MARKS)

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

11. a) List any five characteristics of a computer.
(OR)
b) Compare hardware and software with examples.
12. a) Show the process of inserting and formatting a table in MS Word.
(OR)
b) Apply bullet and numbering features to organize a given list of items.

(CONTD.....2)

13.a) Apply the steps to insert and delete rows and columns in Excel.

(OR)

b) Format a set of cells with specific font, borders and background colors.

14.a) Create a presentation using a design template and insert relevant images.

(OR)

b) Demonstrate how to create a new PowerPoint presentation with at least five slides.

15. a) Explain to Import data from an Excel file into an Access table.

(OR)

b) Show how to establish a relationship between two tables.

SECTION – C

(5 X 8 = 40 MARKS)

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

(K4 (Or) K5)

16. a) Classify the various types of operating systems and their uses.

(OR)

b) Examine the role of Internet Explorer and its main features.

17. a) Evaluate the importance of mail merge in business communication.

(OR)

b) Evaluate the effectiveness of the Spelling and Grammar feature for professional writing.

18. a) Analyze the benefits of using built-in mathematical and statistical functions instead of manual calculations.

(OR)

b) Analyze the advantages and disadvantages of using AutoFilter vs. Advanced Filter.

19. a) Discuss the importance of custom animation and sound in improving audience engagement.

(OR)

b) Compare Slide Sorter View with Normal View for large presentations.

20. a) Evaluate how referential integrity prevents data inconsistency.

(OR)

b) Compare the roles of tables, queries, forms and reports in Access database design.

ETHICAL PAPER