

(FOR THE CANDIDATES ADMITTED IN
DURING THE ACADEMIC YEARS
2025 ONLY)

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25 UBM 2S1

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS : APRIL 2026

B.B.A
SEMESTER II

MAXIMUM MARKS: 50
TIME : 2 HOURS

SEC I-NAAN MUDHALVAN-FUNDAMENTALS OF OFFICE AUTOMATION

SECTION - A

(10 X 1 = 10 MARKS)

ANSWER ALL OF THE FOLLOWING QUESTIONS.
MULTIPLE CHOICE QUESTIONS.

K1

1. Identify the default file extension used for a Microsoft Word document.
a) .xlsx b) .pptx c) .docx d) .txt
2. Select the shortcut key used to create a new document in MS Word.
a) Ctrl + N b) Ctrl + O c) Ctrl + S d) Ctrl + P
3. Choose the shortcut key used to save an Excel workbook.
a) Ctrl + S b) Ctrl + P c) Ctrl + O d) Ctrl + N
4. Identify the tab used to add a new slide in MS PowerPoint.
a) Insert b) Home c) Design d) View
5. Recognize the first step involved in creating a new database in MS Access.
a) Creating tables b) Defining relationships
c) Setting primary keys d) Naming the database

ANSWER THE FOLLOWING IN ONE OR TWO SENTENCES.

K2

6. Demonstrate the keyboard shortcut used to print a document in MS Word.
7. Summarize any two advantages of MS Word.
8. Explain the concept of a spreadsheet.
9. Describe the major features of MS PowerPoint.
10. State the purpose of MS Access in database management.

SECTION – B

(5 X 8 = 40 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS: K4 & K5

11. a) Analyse the process of creating and formatting documents in MS Word. **(K4)**
(OR)
b) Examine the commonly used keyboard shortcuts in MS Word and their functions. **(K4)**
12. a) Outline the steps involved in printing a document using MS Word **(K3)**
(OR)
b) Examine the procedure for inserting rows or columns in a table in MS Word **(K4)**

(CONTD.....2)

- 13.a) Evaluate the steps involved in creating charts in MS Excel. **(K5)**
(OR)
b) Illustrate how to open an Excel sheet and enter data in it. **(K4)**
- 14.a) Justify the importance of MS PowerPoint in presentations. **(K5)**
(OR)
b) Design a procedure for creating a PowerPoint presentation for a department inaugural function
- 15.a) Explain the important features of MS Access. **(K3).**
(OR)
b) Examine the steps involved in creating a table in MS Access. **(K4)**
