(FOR THE CANDIDATES ADMITTED   SUB CODE 22UEC102

DURING THE ACADEMIC YEAR 2022-23 ONLY)   REG.NO. [   ]

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

END-OF-SEMESTER EXAMINATIONS : DECEMBER – 2022

B.Com.-E.Commerce   **MAXIMUM MARKS: 50**

I SEMESTER   **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.   Windows is an _____.

   (a) operating system   (b) application software

   (c) text editor   (d) logging off screen

2.   _____ is used for moving the cursor with specified space

   (a) space bar   (b) tab key

   (c) alt key   (d) ctrl key

3.   MS excel is _____

   (a) recording a sound   (b) for drawing a picture

   (c) for creating spreadsheet   (d) generating random numbers

4.   MS-Access is a _____

   (a) painting tool   (b) saving folder

   (c) editing folder   (d) database management system

5.   MS-Powerpoint is for _____

   (a) presentations with audio and video   (b) saving folder

   (c) editing folder   (d) database management system

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

6.   How to you save a file in MS-Word application? Write down the steps.

7.   What is the use of templates in MS-Word application?

8.   How will you perform a mathematical calculation using formula in MS-Excel?

9.   What are the steps needed to open an existing access database?

10.   How will you do presentation from the current slide in MS-power point?

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SECTION – B (5 X 3 = 15 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.
(Qn. No. 11 to 15)Questions for Short Answers. (K3)

11. a) What are the steps to Move and copy text in MS-Word?

(OR)

b) Depict the steps to be performed for finding and replacing text in MS-Word

12. a) How to add images in MS – Word? Write down the steps.

(OR)

b) What are the steps to set paragraph line spacing in MS-Word?

13. a) How will you format a worksheet in MS-Excel? Write a note on that.

(OR)

b) Illustrate creating charts in MS-Excel.

14. a) List the steps for creating relationships with tables

(OR)

b) Enumerate the use of creating tables in MS – Access.

15. a) Illustrate how Animation and Sound can be added in MS-Powerpoint presentations.

(OR)

b) Depict how to import objects from other applications in MS-Powerpoint.

SECTION – C (5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.
(K4 (Or) K5)

16. a) Explain how to do spelling and grammar checking in MS-Word

(OR)

b) Illustrate Editing a document in MS-Word

17. a) Step-by-step explain how mail merge can be done in MS-Word.

(OR)

b) Explain inserting tables and formatting it in MS-Word

18. a) Write any 5 statistical functions and explain how it can be used in MS-Excel

(OR)

b) Write any 5 mathematical functions and explain how it can be used in MS-Excel

19. a) How will you build an user interface with forms in MS-Access? Explain

(OR)

b) Write in detail on displaying data with reports in MS Access.

20. a) Explain how modifying and integrating presentations can be done in MS-Powerpoint?

(OR)

b) Elaborate creating presentation with different views in MS-Powerpoint

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