

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.
(For candidates admitted during the academic year 2008-2009 & thereafter)

SUBJECT CODE : CM/MC/OA54

B.Com. DEGREE EXAMINATION NOVEMBER 2012
COMMERCE
FIFTH SEMESTER

COURSE : MAJOR – CORE
PAPER : OFFICE AUTOMATION (THEORY)
TIME : 2 HOURS

MAX. MARKS : 70

SECTION A
ANSWER ALL QUESTIONS

I Fill in the blanks:

10 x 1 = 10

1. A _____ allows the user to substitute one or more values into one or more variables in a formula
2. During a slide show one can jump to a specific slide with _____
3. One can view the slide show by pressing _____ key on the key board
4. A _____ background progressively changes from one colour to another in a slide
5. Legends are used in a chart to _____
6. ``Negative indentation means to extend into the _____.
7. A _____ is a reference to an item that appears in another location
8. A _____ is a collection of data organized into rows and columns
9. _____ is a fundamental unit of information in a table
10. _____ feature of word automatically moves text to the next line if there is not enough space on the current line.

II Choose the correct answer:

5×1=5

11. _____ arranges data in a list or database in ascending or descending order.
 - a. Pivot Table
 - b. Sorting
 - c. Filter
 - d. None of these
12. Which of these options is used to view only a part of a presentation as a slide show?
 - a. Custom Shows
 - b. Transition
 - c. Animation
 - d. None of these.
13. To MOVE text from one area to another in a document, use the
 - a. Delete and Paste commands
 - b. Copy and Paste commands
 - c. Cut and Paste commands
 - d. Cut and Copy commands
14. In excel, the cell having bold boundary is the _____
 - a. Active cell
 - b. in-active cell
 - c. Passive cell
 - d. None of these

15. To perform which of these is the Rehearse timing feature used?
- To run a presentation
 - To activate a presentation
 - To automate a presentation
 - To deactivate a presentation

III State whether the following statements are True or False:

5×1=5

- A drop cap command is used to incorporate a capital letter alphabet
- Sparkling effect is a special effect added to draw the audience's attention as well as to reinforce some important points that need to be highlighted
- Status bar located on the right of the Name box displays the contents of the active cell in the worksheet
- You cannot open two different workbooks in Excel simultaneously.
- Multi table query creates a new table to import from other databases

Section – B

Answer any ten questions:

10 × 2 = 20

- What is slide sorter view and slide show view?
- What do you mean by animation in PowerPoint? How is it different from preset?
- Explain the following statistical functions: a. Average b. Standard deviation
- What do you mean by animation in PowerPoint?
- Write short notes on : a. Footer b. Page Break
- What is called a bookmark?
- What do you understand by absolute cell reference?
- What is a spreadsheet? What is the difference between a worksheet and a workbook?
- What is called a hyperlink?
- Explain "Find" and "Replace" commands with suitable examples?
- How would you apply transition in a PowerPoint presentation?
- What do you understand by indexing?

Section – C

Answer any five questions

5 x 6 = 30

- What is called Sorting and Grouping Records? Explain
- Explain the terms Rows, Columns and Cells with examples. Describe the process of inserting and deleting cells, columns and rows.
- Explain mail merge with suitable example?
- Explain the various financial functions with suitable example?
- What is called goal seeking? Illustrate the use of sub-totals and grand total options with suitable examples?
- Explain the steps involved in applying animation effects to the slides?
- Describe the process of creating a Access database using the help of Wizards.

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TIME : 1 HOUR **MAX. MARKS : 30**

Answer All Questions **2x15=30**

1. Create a PowerPoint slideshow file having the following slide:

Slide 1 – Name of the company and logo.

Slide 2 - Product name and its features.

Slide 3 – Organization Chart showing.

- Managing Director
- 3 directors for Finance, Human Resource and Marketing
- 2 Managers under HR and Finance directors
- 2 Clerical staff as sub-ordinates for HR and Finance managers
- 2 Sales managers for Marketing director, 1 salesman for each marketing manager

Slide 4 – Prepare a sales report for the year 2012 as four quarters. Make budgeted sales Prediction for the last quarter.

Slide 5 – Present the above in the form of stacked bar diagram with appropriate X axis, y-axis titles and legend.

Slide 6 – write the conclusion about the performance of the company.

Provide background color, text color and font style to be Monotype corsiva. Save your presentation with your dept. number.

2. Prepare a cost sheet from the following data. Save your worksheet with your dept number.

Particulars	Rs.		
Direct Materials	2,00,000	Direct Wages	45,000
Direct Expenses	12,000	Wages for foremen	5,800
Electric Power	3,500	Salaries to salesmen	18,000
Advertising	6,700	Income Tax	15,000
Sales	3,28,000	Administrative Expenses	5,000
Lighting:		Rent:	
Factory	2,500	Factory	8,000
Office	2,000	Office	1,000

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Answer All Questions

2x15=30

1. Create a presentation consisting of ten slides on Performance Report, assuming yourself to be an established young entrepreneur. Assume a field of your interest and apply different types of slide layouts. In the presentation perform the following tasks.
 - a. Apply a design template & different types of color themes.
 - b. Insert a relevant clip art & word art for your presentation
 - c. Create animation for each element on the slide
 - d. Insert date & time on each slide
 - e. Apply slide transition to each slide

Save your presentation with your dept number.

2. A manufacturer of TV sets was trying to find out what variables influenced the purchase of a TV sets. Level of income was suggested as possible variable influencing the purchase of TV sets. A sample of 500 households was selected and the information obtained is classified as shown below.

Category	Have TV sets	Do not have TV sets
Low income group	100	250
Middle income group	500	100
High income group	300	20

Is there evidence from the above data of a relation in ownership of TV sets and level of income? Apply Chi square test at 5% level of significance. Save your work sheet with your dept number.
