

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI – 600 086.  
(For candidates admitted during the academic year 2004-2005 & thereafter)

SUBJECT CODE : CM/AC/OA23

**B.Com. DEGREE EXAMINATION APRIL 2007**  
COMMERCE  
SECOND SEMESTER

REG.No. \_\_\_\_\_

COURSE : **ALLIED – CORE**  
PAPER : **OFFICE AUTOMATION**  
TIME : **30 MINS.** **MAX. MARKS : 20**

**TO BE ANSWERED IN THE QUESTION PAPER ITSELF**

**SECTION - A**

ANSWER ALL QUESTIONS :

I FILL IN THE BLANKS : ( 10 x 1 = 10 )

1. A \_\_\_\_\_ is required in a computer to store programs and data.
2. Path is a \_\_\_\_\_ of a file.
3. The fastest and easiest way to create a simple report is \_\_\_\_\_.
4. Bar coding are read by \_\_\_\_\_ and converted to electrical pulses.
5. The storage capacity of a computer is measured in \_\_\_\_\_.
6. Hyperlink is available under the \_\_\_\_\_ menu.
7. \_\_\_\_\_ is a diagram that presents the data on the basis of radians.
8. Tables are made up of \_\_\_\_\_ and \_\_\_\_\_ in Access.
9. The \_\_\_\_\_ displays the current record number and also allows us to move between the records in the Datasheet View.
10. Cell references in Excel can be classified as relative, \_\_\_\_\_ and mixed reference.

II STATE WHETHER TRUE OR FALSE : ( 10 x ½ = 5 )

11. Magnetic tape is magnetically coated paper on which data is stored.
12. It is necessary to transform or code all data using only two symbols.
13. Using search in Ms-word, you can search the files from the world wide web.

14. Form view is also used to view, add or edit the records.
15. The acronym ASCII stands for American Standard Code for Information Interchange.
16. Hybrid computer is a combination of analog and digital computer.
17. In Access the data can be entered only after creating a table.
18. In a daisy wheel printer each petal of the wheel has two characters embossed on it.
19. PROM stands for Printer read Only Memory.
20. CPU is the heart of the computer.

III CHOOSE THE CORRECT ANSWER : ( 10 x ½ = 5 )

21. Pictures can be inserted in the power point by clicking
 

|                     |                      |
|---------------------|----------------------|
| a) Cartoon gallery  | b) Picture option    |
| c) Clip art gallery | d) None of the above |
22. Double sorting mean
 

|                            |                             |
|----------------------------|-----------------------------|
| a) Ascending order sorting | b) Descending order sorting |
| c) Both                    | d) Sorts with in sorts      |
23. In the Access window, the \_\_\_\_\_ displays the name of the program.
 

|               |                      |
|---------------|----------------------|
| A) Status bar | b) Title bar         |
| c) Menu bar   | d) none of the above |
24. In Access, we can create queries
 

|                       |                      |
|-----------------------|----------------------|
| a) In the Design view | b) Query Wizard      |
| c) Both               | d) None of the above |
25. The \_\_\_\_\_ feature allows us to quickly find a particular record in a table.
 

|         |                      |
|---------|----------------------|
| a) View | b) Find              |
| c) Both | d) None of the above |
26. The control key for view show in Ms-Power point is \_\_\_\_\_.
 

|       |       |       |       |
|-------|-------|-------|-------|
| a) F1 | b) F4 | c) F5 | d) F6 |
|-------|-------|-------|-------|
27. \_\_\_\_\_ are special high speed memory units which hold data and instruction during processing.
 

|                    |                     |
|--------------------|---------------------|
| a) Processors      | b) Registers        |
| c) Bar code reader | d) Optical scanners |



