

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

COURSE : **ALLIED – CORE**
PAPER : **OFFICE AUTOMATION**
TIME : **1 ½ HOURS** **MAX. MARKS : 50**

SECTION - B

ANSWER ANY TEN QUESTIONS: (10 x 3 = 30)

1. What are called computers? State its characteristics.
2. What is called a Read Only Memory? How is it different from Random Access Memory?
3. What is called a plotter?
4. What are called forms under Ms-Access?
5. Convert 7845.187 to binary system.
6. Explain any three format options under Ms-word.
7. Write steps to export an Access datasheet to an Excel spreadsheet.
8. How would you copy a formula or values to the rest of the cells in Excel?
9. What is called a flash memory?
10. Explain the following terms:
a) Algorithm b) Program c) Flow chart.
11. What are the different types of filters in Access? How would you remove a filter?
12. What is called a book mark and how is it created?

SECTION - C

ANSWER ANY FOUR QUESTIONS: (4 x 5 = 20)

13. What is a Report? What are the two different types of reports that can be created in Access? Distinguish between them.

14. Write short notes on
a) Laser Printer b) Speech Input Unit c) Optical Scanner
15. What is called a function in Excel? Explain the following functions with examples.
a) SUM IF() b) STDEV c) VAR d) DATE()
16. Explain the fourth and fifth generation computers?
17. Explain the steps involved to create a template and to perform a mail merge with suitable examples.
18. Briefly explain the external storage devices.

