

**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 2008**  
**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. \_\_\_\_\_ is the quickest way for creating a presentation.
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. \_\_\_\_\_ translates a program written in high level language to executable machine instructions.
7. In Excel rows are numbered \_\_\_\_\_ and columns are labeled \_\_\_\_\_.
8. \_\_\_\_\_ computers has the combined feature of analog and digital computers.
9. Tables are made up of \_\_\_\_\_ and \_\_\_\_\_ in Access.
10. The \_\_\_\_\_ displays the current record number and also allows us to move between the records in the Datasheet View.

**II STATE WHETHER TRUE OR FALSE : ( 10 x 1/2 = 5 )**

11. Thesaurus is used to find synonyms, antonyms and related words.
12. A dialogue box is a collection of all the available characters in a particular typeface in a specific style.
13. Data that exists in a table can act as the data for the chart.
14. It is necessary to transform or code all data using only two symbols.

15. Templates are the ability to merge a letter with a series of names and address.
16. Numbers and formulae cannot be filled and justified.
17. The acronym ASCII stands for American Standard Conduct for Information Interchange.
18. Hybrid computer is a combination of analog and digital computer.
19. Sub total command calculates subtotal and grand total values for the labeled columns you select.
20. In Access the data can be entered only after creating a table.

### III CHOOSE THE CORRECT ANSWER :

( 10 x ½ = 5 )

21. All the text entries are \_\_\_\_\_ aligned.  
a) left                      b) right                      c) center                      d) none of the above
22. \_\_\_\_\_ is a filter through which data is evaluated.  
a) Table                      b) Query                      c) Forms                      d) none of the above
23. \_\_\_\_\_ is a diagram that presents the data on the basis of radius.  
a) Bar                      b) sub divided                      c) Circular                      d) Pie
24. Double sorting mean  
a) Ascending order sorting                      b) Descending order sorting  
c) Both                      d) sorts with in sorts
25. Hyperlink is available under the \_\_\_\_\_ menu.  
a) Edit                      b) Table                      c) Insert                      d) Format
26. 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
27. \_\_\_\_\_ is magnetically coated paper on which data is stored.  
a) Magnetic Disc                      b) Magnetic tape  
c) Drum Printer                      d) Coated tape
28. In Access, we can create queries  
a) In the Design view                      b) query wizard  
c) Both                      d) None of the above
29. In a \_\_\_\_\_ printer each petal of the wheel has tow characters embossed on it.  
a) Drum printer                      b) Daisy wheel                      c) Dot matrix                      d) Ink jet
30. \_\_\_\_\_ are special high speed memory units which hold data and instruction during processing.  
a) Processors                      b) Registers                      c) Bar code reader                      d) Optical scanners