

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

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

SECTION - B

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

1. Distinguish between data and information.
2. What is a Read Only Memory? How is it different from Random Access Memory?
3. What is a CPU?
4. What are forms under Ms-Access/ how will you create a form?
5. Convert 11110_2 to denary system.
6. What is a bookmark? How will you create it under Ms-word?
7. What are secondary storage devices. Give examples.
8. Distinguish between hardware and software.
9. What are super computers?
10. How would you copy a formula or values to the rest of the cells in Ms-Excel?
11. What is absolute cell reference under Ms-Excel?
12. Distinguish between high level languages and low level languages?

SECTION - C

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

13. Explain the Optical Mark Reader and Optical Character Recognition with its merits and demerits.
14. Explain the following terms:
a) Algorithm b) Template c) Hyperlink
d) Thumbnails e) Filter
15. What are output devices? Explain the following output devices with its merits and demerits:
a) Daisy Wheel Printer b) Ink Jet Printer
16. Explain the fourth and fifth generations of computers.
17. What are computers? Explain its major characteristics.
18. Explain with suitable example merging a file using Ms-word.

