

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

**SUBJECT CODE : CM/MC/OA54**

**B.Com. DEGREE EXAMINATION NOVEMBER 2010**  
**COMMERCE**  
**FIFTH SEMESTER**

**COURSE : MAJOR – CORE**  
**PAPER : OFFICE AUTOMATION**  
**TIME : 2 HOURS** **MAX. MARKS : 70**

**SECTION – A**

**FILL IN THE BLANKS:** **20 x 1= 20**

1. The slide sorter view displays all the slides on the screen at the same time in a \_\_\_\_\_ form.
2. A drop cap command is used to insert a \_\_\_\_\_.
3. The Auto Fill entries are done with the help of \_\_\_\_\_.
4. If Rs. symbol is manually entered in Excel worksheet the entries will be treated as \_\_\_\_\_ and not as \_\_\_\_\_.
5. Data labels are used to show the \_\_\_\_\_ in a graph.
6. \_\_\_\_\_ function is used to determine the lowest number with in a range.
7. The cell address \$A\$4 in a formula implies that it is a \_\_\_\_\_.
8. A prefix of \_\_\_\_\_ symbol is essential while entering a formula in the spread sheet.
9. A \_\_\_\_\_ is a translucent image which can be added to an entire presentation to make it more attractive..
10. \_\_\_\_\_ allows quick movement both horizontally and vertically in a worksheet.
11. Page break command is used to incorporate a \_\_\_\_\_ .
12. \_\_\_\_\_ command is used to change the name of a worksheet.
13. Auto fit table allows the user to fix the \_\_\_\_\_ of a cell.
14. A systematic organization of data is called a \_\_\_\_\_.
15. \_\_\_\_\_ are used to simplify data entry work or display information in a specific manner.
16. A query is a \_\_\_\_\_ through which data is evaluated.
17. To create an Absolute Cell Reference the \_\_\_\_\_ sign is used before the formula .
18. \_\_\_\_\_ is used to get the column and row total automatically.
19. A dialog box means \_\_\_\_\_
20. PowerPoint comes with a wide variety of professionally designed \_\_\_\_\_.

**SECTION – B**

**ANSWER ANY TEN QUESTIONS:** **10 x 2 = 20**

21. Explain the find and replace commands with suitable examples.
22. How would you apply transitions in a power point presentation?
23. Explain the following functions:  
a. ROUND()                      b. SQRT                              c. LOWER()                      d. AVERAGE
24. What is called a work sheet? Distinguish it from a work book.

- 25. What do you mean by animation in power point? How is it different from preset?
- 26. How would you insert and resize a clip art in a Power Point file?
- 27. What is called a hyperlink?
- 28. What is called a query in Ms- Access?
- 29. Explain the merge cells and split cells option in Ms-word.
- 30. How would you split the window in Ms- Excel?
- 31. What is called a formula bar? State its utility.
- 32. What is called a book mark? When is it used?

**SECTION – C**

**ANSWER ANY SIX QUESTIONS:**

**6 x 5 = 30**

- 33. Explain DATA SORT and FILTERING with suitable examples.
- 34. What do you understand by cell referencing? Distinguish absolute cell referencing with relative cell referencing.
- 35. What are the various ways in which a Power Point presentation can be created. Explain.
- 36. Explain mail merge with suitable example.
- 37. What is called a data base? How would you create a new data base?
- 38. Explain the various financial functions with suitable examples.
- 39. What is called goal seeking? Illustrate the use of sub totals and grand totals options with suitable examples.
- 40. What are called templates? How is it useful?



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**COMMERCE**  
**FIFTH SEMESTER**

**COURSE : MAJOR – CORE**  
**PAPER : OFFICE AUTOMATION (PRACTICAL – I)**  
**TIME : 1 HOUR** **MAX. MARKS : 30**

**SECTION – A**

**ANSWER ALL QUESTIONS:**

**15x 2 = 30**

1. Create a power point for the following options:

a. To create a name for your organization

b. To insert a logo and slogan.

c. Create an organizational chart for the following

i. One Managing Director

ii. One general manager for marketing, finance and HR

iii. One marketing manager each for west zone and east zone.

iv. One finance manager

v. One HR manager and PRO

d. Sales report for the month of September

Zones	A	B	C	D
North	1500	1800	2000	2300
South	2000	2200	2400	2900
East	2500	2800	2800	3400
West	3000	3200	3500	4000

e. Create a Pie diagram for south zone with title and legend and format it with percentages.

f. Create a stacked bar diagram for the Product A and D with appropriate titles and legend. Format the Y-axis as units sold.

g. Create a multiple bar diagram for East and South zones with suitable title and legend.

h. Create a Line diagram for North and West zones and format south zone with symbols and data labels

i. Write any two promotional strategies followed by your organization.

2. You have recently purchased the “Dreamland Hotel” commanding sea view at Besant Nagar. It has been renovated since and with the help of a reputed firm of interior decorators and furnishers, you have given it an altogether new appearance. Draft a circular to be sent to old customers of the hotel announcing the change in proprietorship and new attractive features introduced by you. Using mail merge send the letter to 3 customers.



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

**SECTION – A**

**ANSWER ALL QUESTIONS:**

**15x 2 = 30**

1. From the following data calculate Mean , Median . Mode and Standard deviation.

Marks	10-20	20-30	30-40	40-50	50-60	60-70	70-80
No. of students	12	18	26	32	22	16	8

Also present the above data in the form of a histogram and write a suitable title and the legend for the same.

2. Present the following as a word document



