

RS 25006

THREE YEAR B.Com. (Comp) (CBCS) DEGREE EXAMINATION, MARCH/APRIL 2019

SECOND SEMESTER

(Computer Applications)

OFFICE AUTOMATION TOOLS

(W.e.f 2016-17 Admitted batch)

Time : Three hours

Maximum : 75 marks

(No additional sheet will be supplied)

SECTION A — (5 × 5 = 25 marks)

Answer any FIVE questions.

Each question carries 5 marks.

1. Write about auto format.
2. What is cell reference? Explain different types of cell Reference Techniques in Excel.
3. How to use format painter option in Excel.
4. Explain (a) Inserting row and column. (b) Deleting row and column.
5. What is data map in Excel? Explain.
6. Explain the meaning and advantages of Macros.
7. Write about importing VS linking tables.
8. What are the various sections of form?
9. What are crosstab queries? How to build to build them?
10. What is referential integrity constraint in Access? Explain.

SECTION B — (5 × 10 = 50 marks)

Answer ALL questions.

Each question carries 10 marks.

11. Explain important features of MS Excel.

Or

12. Write about Various printing options in Excel.
13. Explain different types of formatting techniques in Excel.

Or

14. Explain various categories of functions with examples.

15. What is Chart? Explain different types of charts available in Excel.

Or

16. What is scenario? How to define and view them? How to obtain scenario in Excel.

17. Explain the procedure to create database by using the table wizard.

Or

18. Describe access work space and tools available within it.

19. What are queries and dynasets? How can I Query a database.

Or

20. What is Relation explain different types of Relations
