

C 4388-A

FINAL YEAR B.Com (VOCATIONAL STREAM) DEGREE EXAMINATION,
MARCH/APRIL 2005.

Paper XIV – OFFICE AUTOMATION PROGRAMME
(New System)

Time : Two Hours / Maximum:40 Marks)

Paper I

Answer any five questions.

1. Different between save and save as.
2. Define page set-up in MS-WORD.
3. What is the use of format painter ?
4. Write maximum rows and columns in excel. How you express cell address ?
5. What do you mean by menu bar ?
6. What is Print Preview ?

(5x3=15 marks)

Part II

Answer any three questions.

7. How you format a table in MS-word ?
8. How you create Budget in Tally ?
9. Define the type of Charts.
10. How you set a table in MS-word ?
11. Define booting. Explain operating system with examples.

(3x5=15 marks)

Part III

Answer any One question.

12. Define mail merge and its use. Write all its creating steps.
13. Explain all tool bars in MS-Word.

(1x10=10 marks)