

CLASS: M.Com. C.A., M.Com., M.A. Economics, M.A. H.R.M.

15A/250

St. JOSEPH'S COLLEGE (AUTONOMOUS) TIRUCHIRAPPALLI – 620 002

SEMESTER EXAMINATIONS – APRIL 2015

TIME: 2 Hrs. 20 Min.

MAXIMUM MARKS: 70

SEM	SET	PAPER CODE	TITLE OF THE PAPER
II	2014	14PCC2202	OFFICE AUTOMATION

**SECTION – B**

**Answer all the questions:**

**5 x 5 = 25**

31. a. Explain the concept of Formatting text in MS Word.

**OR**

b. Explain in detail about Checking Spelling and Grammar.

32. a. Illustrate the Students marks details and write the steps to Calculate Total, Result, Percentage and Grade for the set of students in a worksheet.

**OR**

b. Describe any three financial functions and date function in Excel.

33. a. Illustrate the concept of creating a Presentation in PowerPoint.

**OR**

b. Discuss on Running a slideshow and Printing a presentation in PowerPoint.

34. a. Write the parts of an Outlook window.

**OR**

b. Discuss on favorites menu commands.

35. a. Illustrate the procedure of creating database and table in MS Access.

**OR**

- b. Describe the table field properties in MS Access.

### **SECTION – C**

**Answer any THREE questions:**

**3 x 15 = 45**

36. Discuss the mail merge concept with example in MS Word.
37. Explain and illustrate employee details and how to calculate the HRA, DA, TA, PF, LIC, ALLOWANCE, GROSS SALARY, DEDUCTION and NET SALARY.
38. Explain in brief custom animation.
39. Discuss on compose and send E-mail messages using Outlook express.
40. Explain and illustrate the procedure of creating table using wizard and explain any four data types in MS Access.

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