

S.No. 1516

08UBX04

(For the candidates admitted from 2008 – 2009 onwards)

B.B.A. (CA) DEGREE EXAMINATION,
APRIL/MAY 2018.

Second Semester

OPERATING SYSTEM AND OFFICE AUTOMATION

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are the main functions of an operating system?
2. What is meant by process management?
3. What is meant by auto recover?
4. Explain HTML.
5. Bring out the differences between a work book and worksheet.
6. What is meant by a cell address? Explain briefly.
7. Explain 'Add slide' briefly in a presentation.

8. What is meant by a layout in a presentation?
9. Explain MS-Access briefly.
10. What is meant by a query? Explain briefly.

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) What is meant by process states? Explain briefly.

Or

- (b) Discuss the structure of operating system.

12. (a) Explain how to adjust your documents screen position briefly in MS-Word.

Or

- (b) What is meant by Wildcard search in a word document?

13. (a) What is meant by proofing option? Explain.

Or

- (b) Explain how to locate the file you need in MS-Excel.

14. (a) Explain find and replace text option in a presentation.

Or

- (b) Explain layout and Themes in powerpoint.

15. (a) Explain various data types used in MS-Access.

Or

- (b) Describe importing and exporting data with other types of files in MS-Access briefly.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss briefly about the history of operating systems.

17. Discuss in detail find kinds of tabs in MS-Word.

18. Discuss various kinds of data on which MS-Excel can work with.

19. Explain the procedure to change a presentations background.

20. Discuss any three types of queries in Access briefly.