S.No. 1657   17UBX04

(For the candidates admitted from 2017–2018 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. Define : Process Control Block.

2. What do you mean by inter process communication?

3. What is the use of Save As command?

4. What is the difference between moving and copying a file?

5. Define : Spreadsheet.

6. What is a range?

7. Mention the purpose of design template in power point.

8. What is the use of power point?

9. Define : Primary key.

10. What is a form?

PART B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Describe the basic structure of the monolithic operating system.

Or

(b) How to implement the process model? Discuss.

12. (a) What are the parts of MS WORD window? Describe.

Or

(b) What is a mail merge? What are its advantages?

13. (a) What are the ways to create a worksheet? Explain.

Or

(b) What are the steps involved in creating chart?

14. (a) How to insert, delete and copying slides in MS POWER POINT?

Or

(b) What are the different views available in MS POWER POINT? Explain.

15. (a) Write down the steps to create a simple report in MS ACCESS.

Or

(b) What are the different types of forms to create in MS ACCESS? Discuss.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What are the various states of life cycle of a process? Explain.

17. What are the different ways to create a word document? Explain.

18. What is MS-Excel? Explain the various features of MS-Excel.

19. How will you create and manipulate slides in MS POWER POINT? Explain.

20. Describe the method of creating a database in MS ACCESS.