



Reg. No.:

Name:

W7132

University of Kerala

Third Semester FYUGP Degree Examination, November 2025

Discipline Specific Elective

COMMERCE

UK3DSECOM203 - Computer Application in Business

Academic Level: 200-299

2024 Admission

Time: 1 Hour 30 Minutes(90 Mins.)

Max. Marks: 42

Part A. 6 Marks.Time:6 Minutes.(Cognitive Level:Remember(RE)/Understand(UN)) Objective Type. 1 Mark Each.Answer all questions

Qn No.	Question	CL	CO
1	What is the main purpose of presentation technology? Options : A)To process data B)To present information effectively to an audience C) To store files D)To program software	RE	2
2	A Master Slide helps to: Options : A)Add sound to Slides B)Insert Clipart C)Apply uniform layout to all slides D)Insert new Slides	RE	2
3	Which file extension is commonly used for word documents? Options : A).docx B).xlsx C).pptx D).pdf	UN	3
4	Which feature of MS PowerPoint allows movement between slides during a presentation? Options : A)Slide sorter B)Transition C)Animation D)Template	UN	2
5	Expand TCP/IP. Options : A)Transmission Control Protocol/Internal Protocol B)Transmission Cost Protocol/Internet Protocol C)Transmission Control Protocol/Internet Protocol D)Transfer Control Protocol/Internal Protocol	UN	1
6	What is the primary purpose of Mail Merge in MS Word?	UN	3

Qn No.	Question	CL	CO
	Options : A)Creating spreadsheets B)Generating personalized documents C)Designing presentations D)Email encryption		

Part B.8 Marks.Time:24 Minutes.(Cognitive Level:Understand(UN)/Apply(AP))Short Answer. 2 marks each.Answer all questions

Qn No.	Question	CL	CO
7	Explain the main purpose of office automation in a business organization.	UN	3
8	What is the difference between slide transitions and animations?	UN	2
9	Demonstrate how to insert and customize headers and footers in a business report.	AP	4
10	How to set page margins in MS Word?	AP	3

Part C. 28 Marks.Time:60 Minutes (Cognitive Level:Apply(AP)/Analyse(AN)/Evaluate(EV)/Create(CR)) Long Answer.7 marks each.Answer all 4 Questions choosing among options * within each question

Qn No.	Question	CL	CO
11	A) Construct page formatting tools in MS word. OR B) Identify the significance of hyperlinks for creating a presentation.	AP	4, 2
12	A) Examine the features and importance of Microsoft PowerPoint in presentation technology. OR B) Inspect how AI tools enhance the quality of business presentations?	AN	4, 5
13	A) Evaluate advanced uses of Microsoft Power Point. OR B) Explain the procedure for inserting character spacing,line spacing and paragraph spacing in Word document.	EV	2, 4

Qn No.	Question	CL	CO
14	<p>A) Create a program schedule for the inaugural meeting of the Commerce Association of your college using MS Word.</p> <p>OR</p> <p>B) Design a multimedia presentation using Power Point.</p>	CR	3, 2