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(Pages : 2)

Name.....

Reg. No.....

**FIFTH SEMESTER B.A./B.Sc./B.Com./B.B.A. DEGREE EXAMINATION
NOVEMBER 2016**

(CUCBCSS—UG)

Open Course

BCS 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

Time : Two Hours

Maximum : 40 Marks

Part A

Answer all questions.

Choose the correct answer from the choices given :

- 1 It is possible to sent mails to more than one person using _____ feature.
- 2 Word processor is an example of _____ Software.
- 3 ISDN stands for _____.
- 4 _____ is used to set the distance between text and the margin of the page.
- 5 A printed document is called _____ copy.
- 6 The currently selected cell in Excel is known as _____.
- 7 _____ is an area in Computer memory, which holds items that have been cut or copied.
- 8 The system software is called _____.
- 9 The brain of the computer is _____.
- 10 Data in multiple columns or rows in a spreadsheet can be plotted in a _____ chart.

(10 × 1 = 10 marks)

Part B

Answer all questions.

- 11 How LAN differ from WAN ?
- 12 What is a workbook in MS Excel ?
- 13 What is slide transition in PowerPoint ?
- 14 Define Cut, Copy and Paste.
- 15 What do you mean by Templates ?

(5 × 2 = 10 marks)

Turn over

Part C

Answer any **five** questions.

- 16 Differentiate Application Software and System Software with suitable example.
- 17 What is Word Art ? How can you add Word Art in Word Document ?
- 18 Explain any *four* mathematical functions available in MS Excel.
- 19 Explain the steps to insert graphics and charts in Power Point.
- 20 Write notes on programming languages.
- 21 Explain how to create a new presentation ? Also explain the different presentation slide views in PowerPoint.
- 22 Explain the different parts of Word Window and Views in MS Word.
- 23 Explain the advanced features and utility of Power Point.

(5 × 4 = 20 marks)