THIRD SEMESTER B.Voc. DEGREE EXAMINATION, NOVEMBER 2023

(CBCSS - UG)

(Regular/Supplementary/Improvement)

CC21U SDC3 OA7 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(Food processing Technology)

(2021 Admission onwards)

Time : 2.00 Hours   Maximum : 60 Marks

Credit : 3

Part A (Short answer questions)

Answer *all* questions. Each question carries 2 marks.

1. What are laptop computers?

2. What is RAM?

3. Explain the operating system with example.

4. What is hybrid topology?

5. List down any four tabs in the ribbon panel of the document.

6. How to insert shape in document?

7. Explain spreadsheet.

8. What is quick access toolbar?

9. What is normal view?

10. How to insert Tables in Power Point?

11. What is smart art?

12. What is slide animation?

(Ceiling: 20 Marks)

Part B (Short essay questions - Paragraph)

Answer *all* questions. Each question carries 5 marks.

13. State the method of saving a document.

14. How do you design a multi column page in MS word?

15. What is mail merge? Explain the concept with example.

16. Discuss the methods to sort data in Excel.

17. Explain SUM function with example.

18. What is pivot table?

19. Explain Power Point themes. Also explain how we can apply a theme.

(Ceiling: 30 Marks)

Part C (Essay questions)

Answer any *one* question. The question carries 10 marks.

20. Define Software. Explain system software and application software in detail.

21. What do you mean by programming languages?Explain the different types of it.

(1 × 10 = 10 Marks)

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