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Name:

Reg. No.....

**FIFTH SEMESTER B.A./B.Sc./B.Com./B.B.A. DEGREE EXAMINATION,
NOVEMBER 2018
(CUCBCSS-UG)**

CC15U BCS5 D01 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(Computer Science – Open Course)

(2015-Admission onwards)

Time: Two Hours

Maximum: 40 Marks

Part A

Answer *all* questions. Each question carries 1 mark.

1. A printed document is called copy.
2. Resource management is the function of
3. DNS stands for
4. ISDN stands for
5. is an example for web browser.
6. It is possible to sent mail to more than one person using feature.
7. GNU general public licence is an example of
8. The default extention of all MS Excel documents is
9. What is homepage?
10. All formulas is Excel starts with

(10 x 1 = 10 Marks)

Part B

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

11. What are different types of computers?
12. How will you insert a table in MS word?
13. Differentiate function and formula is Excel.
14. What is animation? Explain how it is used in power point.
15. What is web browser? Give an example.

(5 x 2 = 10 Marks)

Part C

Answer any *five* questions. Each question carries 4 marks.

16. What is software? Differentiate system software and application software with examples.
17. Give a brief history and advantages of internet.
18. How do you design a multi column page in MS word?

19. Explain mail merge in MS word.
20. How do you sort and filter data in Excel?
21. Give examples any 4 statistical functions with syntax used in excel. Also give the steps to calculate.
22. Give a sort note on slide transitions.
23. How do you create a new presentation? Also specify steps to insert a charts in presentation.

(5 x 4 = 20 Marks)
