

**17U562**

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Name: .....

Reg. No.....

**FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2019**

(Regular/Supplementary/Improvement)

(CUCBCSS-UG)

**CC15U BCS5 D01/ CC17U 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. Device drivers are one of the examples of .....
2. A ..... is an automated input sequence that imitates keystrokes or mouse actions.
3. It is possible to send a similar letter or document to multiple recipients using ..... feature.
4. A ..... is a collection of cells where you keep and manipulate the data in Excel?
5. The brain of computer is .....
6. A ..... is a document type that creates a copy of itself when you open it.
7. ISDN stands for .....
8. A single page of presentation in power point is called .....
9. .... allows an analyst to combine information from multiple workbooks into one place.
10. Memory management is function of .....

**(10 × 1 = 10 Marks)**

**Part B**

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

11. Explain the operating system with example.
12. What is the difference between AutoText and Autocorrect in MS Word?
13. What do you mean by templates?
14. Define LAN and WAN.
15. What is word art?

**(5 × 2 = 10 Marks)**

### **Part C**

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

16. Explain about programming languages.
17. Explain the methods of preparing a chart in MS Excel.
18. Describe how to create a new presentation? What are the different views in power point presentation?
19. Elaborate the different formatting options available in MS Word.
20. Differentiate between Application Software and System Software, with examples.
21. List out the mathematical functions available in Excel.
22. Write the basic tasks for creating a PowerPoint.
23. Describe the different types of computers.

**(5 × 4 = 20 Marks)**

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