FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2022
(CBCSS - UG)
(Regular/Supplementary/Improvement)
CC19U BCS5 D01 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION
(Computer Science - Open Course)
(2019 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 input devices?

2. What is software?

3. Explain the operating system with example.

4. What is URL? Give example.

5. What is a text box?

6. What is template and explain its use?

7. Explain merge cells in excel.

8. Explain PRODUCT function with example.

9. What are PowerPoint templates?

10. How to insert tables in PowerPoint?

11. Explain word art.

12. Explain the concept of themes.

(Ceiling: 20 Marks)

Part B (Short essay questions - Paragraph)

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

13. How do you create a new document in MS-Word?

14. Explain the uses of Find and Replace command in word.

15. Explain mail merge in MS word.

16. What is a spreadsheet? Explain a cell in excel.

17. Explain the procedure to sort data in Excel?

18. Explain pivot table.

19. Write short note on slide animation.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. Explain the basic structure of a computer.

21. What is application software? Explain any three application softwares.

(1 × 10 = 10 Marks)

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