THIRD SEMESTER B.Voc. DEGREE EXAMINATION, NOVEMBER 2022

(CBCSS - UG)

CC21U SDC3 OA7 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(Food Processing Technology)

(2021 Admission - Regular)

Time : 2.00 Hours   Maximum : 60 Marks

Credit : 3

Part A (Short answer questions)

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

1. What is a CPU?

2. List down any two operating system.

3. List down any two application software.

4. What is LAN?

5. Explain the difference between save and save as?

6. Explain page layout.

7. Explain autofill.

8. Explain PRODUCT function with example.

9. How to insert Tables in PowerPoint?

10. What is word art?

11. Define slide animation?

12. How to select a theme in PowerPoint?

(Ceiling: 20 Marks)

Part B (Short essay questions - Paragraph)

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

13. Explain the procedure of cutting and pasting texts.

14. Explain about advance features of word processor?

15. Write down the procedure to provide hyperlinking in document.

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

17. How to delete workbook in excel?

18. Explain pivot table.

19. Give a short note on slide transitions.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. What is a personal computers? Discuss the important features of a computer.

21. What is Software? Explain system software and application software in detail.

(1 × 10 = 10 Marks)

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