**24U173**

Name    : .....................................

Reg. No    : .....................................

## FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2024

(FYUGP)

## CC24U BCA1 FS111 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(Computer Application - AEC)

(2024 Admission - Regular)

Time: 1.5 Hours                                                                                      Maximum : 50 Marks

Credit: 3

### Part A (Short answer questions)

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

1. Explain about hybrid computer.                                                       [Level:2]  [CO1]

2. Use the right element to add text function to cell.                            [Level:3] [CO3]

3. Implement how find tool works in MS word.                                   [Level:3]  [CO2]

4. Provide steps to the two ways of adding tables to word.                [Level:3]  [CO2]

5. Apply the steps to create a new document.                                    [Level:3]  [CO2]

6. Provide steps to add chart to worksheet.                                       [Level:3]  [CO3]

7. Provide steps to implement PivotTable.                                        [Level:3]  [CO3]

8. Provide steps to insert a worksheet.                                             [Level:3]  [CO3]

9. Provide steps to rearrange slides.                                                [Level:3]  [CO4]

10. Provide steps to add image from online to your slide.                 [Level:3]  [CO4]

**(Ceiling: 16 Marks)**

### Part B (Paragraph questions/Problem)

Answer *all* questions. Each question carries 6 marks.

11. Differentiate between LAN, WAN and MAN.                             [Level:2]  [CO1]

12. Explain the concept of open-source and proprietary software.     [Level:2]  [CO1]

13. Demonstrate how to implement macros.                                    [Level:3]  [CO2]

14. Demonstrate in steps how to fomat a cell and alignments .Give any three examples.    [Level:3]  [CO3]

15. Provide steps to create ,Edit and Save a workbook.                  [Level:3]  [CO3]

**(Ceiling: 24 Marks)**

**Part C** (Essay questions)

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

16. Discuss the role of hardware in the overall performance of a computer system.                    [Level:2]  [CO1]

17. Provide step-by-step instructions for inserting animated pictures, embedding objects,       [Level:3]  [CO4]
and adding sound effects in a PowerPoint presentation.

**(1 × 10 = 10 Marks)**

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