FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2024

(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. Define ALU.

2. What is a mouse?

3. What is client-server network?

4. Explain page layout.

5. What is mail merge?

6. What is template and explain its uses?

7. What is spread sheet and explain the purpose of spreadsheet?

8. Explain merge cells in excel.

9. What do you mean by auto fill?

10. What is presentation software?

11. How to insert Tables in PowerPoint?

12. Explain word art.

(Ceiling: 20 Marks)

Part B (Short essay questions - Paragraph)

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

13. Differentiate between Application Software and System Software, with examples.

14. Define operating system.Explain the functions of operating system.

15. Elaborate the different formatting options available in MS Word.

16. Explain SQRT function with example.

17. Explain pivot table.

18. Write short note on the following a) Animation b) Narration

19. Explain how we can apply a theme in PowerPoint.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. Define programming languages and list down any two programming languages used. Explain the different types of Programming languages.

21. How do you create a new document ? Also specify steps to insert a charts in document.

(1 × 10 = 10 Marks)

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