THIRD SEMESTER B.Voc. DEGREE EXAMINATION, NOVEMBER 2024

(CBCSS - UG)

(Regular/Supplementary/Improvement)

CC21U SDC3 OA7 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(Food Processing Technology - Open Course)

(2021 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 laptop computers?

2. What is a joystick?

3. Differentiate between application software and system software.

4. What is application software?

5. Define LAN and WAN.

6. How to delete text in document?

7. What is a text box?

8. How to insert shape in document?

9. What is a spreadsheet?

10. Explain autofill.

11. What is Slide Show?

12. What is animation? Explain how it is used in power point.

(Ceiling: 20 Marks)

Part B (Short essay questions - Paragraph)

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

13. What is operating system? What are its functions?

14. How will you include headers and footers in word?

15. Explain about advance features of word processor.

16. Explain SQRT function with example.

17. What is pivot table?

18. Explain word art in PowerPoint.

19. Explain PowerPoint themes. Also explain how we can apply a theme.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. How do you create a new spreadsheet? Also specify steps to insert a charts in spreadsheet.

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

(1 × 10 = 10 Marks)

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