

FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2025

(FYUGP)

(Regular/Supplementary/Improvement)

CC24UBCA1FS111 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(B.C.A. - AEC)

(2024 Admission onwards)

Time: 1.5 Hours

Maximum : 50 Marks

Credit: 3

Part A (Short answer questions)Answer ***all*** questions. Each question carries 2 marks.

1. Describe about system Application software. Give two example. [Level:2] [CO1]
2. Provide steps to how print worksheet. [Level:3] [CO3]
3. Use any two tools for list styling in document. [Level:3] [CO2]
4. Implement steps to change page orientation in MS word. [Level:3] [CO2]
5. Implement how find tool works in MS word. [Level:3] [CO2]
6. Provide steps to enter a formula to cell. [Level:3] [CO3]
7. Provide steps for formatting a worksheet. [Level:3] [CO3]
8. Provide steps how to consolidate the data in worksheet. [Level:3] [CO3]
9. Provide steps to add text animations in a slide. [Level:3] [CO4]
10. Provide steps to insert animated pictures in a slide. [Level:3] [CO4]

(Ceiling: 16 Marks)**Part B (Paragraph questions/Problem)**Answer ***all*** questions. Each question carries 6 marks.

11. Explain in detail about Client-Server Network also its advantages and disadvantages. [Level:2] [CO1]
12. Compare output devices and input devices in terms of their functions. [Level:2] [CO1]
13. Demonstrate how to add bookmark and find it in a document. [Level:3] [CO2]

14. Apply the function library elements in excel to your worksheet. How it make [Level:3] [CO3] calculations easier give suitable example?

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. Differentiate between types of computers. [Level:2] [CO1]

17. Use illustration group to enhance your slide for annual report presentation. [Level:3] [CO4]

(1 × 10 = 10 Marks)
