23U574

Name: ....

Reg.No: ....

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2025

(CBCSS - UG)

(Regular/Supplementary/Improvement)

CC19UBCS5D01 - 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. What are different types of computers?

2. What is a mouse?

3. Differentiate between application software and system software?

4. Explain the operating system with example.

5. Explain the difference between save and save as?

6. What is a text box?

7. What is a spreadsheet?

8. Explain autofill with example.

9. Define Slide.

10. How to insert charts in PowerPoint?

11. What is word art?

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. Explain the uses of Find and Replace command in word.

14. What is mail merge? Explain the concept with example.

15. Explain hyperlink. How we can create a hyperlink?

16. How to create a new workbook in excel?

17. List out the mathematical functions available in Excel.

18. What is pivot table?

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. What is application software? Explain any three application softwares.

21. Different types of network based on distance. Explain.

(1 × 10 = 10 Marks)

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