

18U562

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Name:

Reg. No.....

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2020

(CUCBCSS-UG)

(Regular/Supplementary/Improvement)

**CC15U BCS5 D01/CC17U BCS5 D01 - INTRODUCTION TO COMPUTERS AND
OFFICE AUTOMATION**

(Computer Science -Open Course)

(2015 Admission onwards)

Time: Two Hours

Maximum: 40 Marks

PART I

Answer *all* questions. Each question carries 1 mark.

1. Microsoft power point is a _____ software package.
2. Typed data goes to the _____ cell.
3. A word can be bolded with CTRL+ _____ button.
4. File in a Microsoft Excel is called _____
5. _____ is a set of instructions, data or programs used to operate computers and execute specific tasks.
6. Linux is an _____ operating system.
7. Expansion of USB
8. _____ is a high-speed access area that can be either a reserved section of main memory or a storage device.
9. _____ is a volatile memory.
10. _____ is used to paste the text.

(10 x 1 = 10 Marks)

PART II

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

11. Define shapes in MS Word.
12. How to create a new work sheet?
13. Define desktop computers.
14. What do you mean by PDA?
15. What is a template and Explain its uses?

(5 x 2 = 10 Marks)

PART III

Answer any *five* questions. Each question carries 4 marks.

16. Explain any 4 mathematical functions in MS Excel.
17. Explain different types of computers.
18. What are the different types of network topology?
19. Define mail merge. Write down the steps for mail merge.
20. Write down the advantages and disadvantages of Client-Server Networks.
21. Explain different types of printers.
22. What are the different types of network based on distance?
23. What is an Operating system? Discuss the different types of Operating systems.

(5 x 4 = 20 Marks)
