

19U572

(Pages: 2)

Name:

Reg.No:

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2021

(CBCSS - UG)

CC19U BCS5 D01 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(Computer Science - Open Course)

(2019 Admission - Regular)

Time : 2.00 Hours

Maximum : 60 Marks

Credit : 3

Part A (Short answer questions)

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

1. Define desktop computers.
2. What is RAM?
3. Define operating system.
4. What is mesh topology?
5. What do you mean by templates?
6. What is the difference between AutoText and Autocorrect in MS Word?
7. How to save a workbook?
8. What do you mean by merge cells in excel?
9. What is a PowerPoint templates?
10. What is smart art?
11. Define slide animation.
12. How to select a theme in PowerPoint?

(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. Explain the procedure to sort data in Excel.
17. Explain PRODUCT function with example.
18. What is pivot table?
19. How do you create a new presentation? Also specify steps to insert a charts in presentation.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. Define Software.Explain system software and application software in detail.
21. What is application software? Explain any 3 application softwares.

(1 × 10 = 10 Marks)
