

21U574

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Name:

Reg.No:

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2023

(CBCSS - UG)

(Regular/Supplementary/Improvement)

CC19U BCS5 D01 - 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 impact printers?
2. Define operating system.
3. What is application software?
4. Write down any 2 disadvantages of peer to peer network.
5. How to save a document?
6. What is ribbon?
7. Explain autofill with example.
8. How to create charts in excel?
9. Define Slide.
10. How to insert charts in PowerPoint?
11. What is smart art?
12. What do you mean by themes?

(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. What is hyperlink?How we can create a hyperlink?
16. What is a spreadsheet? How to save a workbook in excel?
17. How to delete workbook in excel?

18. Explain the methods of preparing a chart in MS Excel.

19. Write short note on recording sound in PowerPoint.

(Ceiling: 30 Marks)

Part C (Essay questions)

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

20. With neat diagram explain the Basic structure of a computer .

21. What is Software? Explain system software and application software in detail.

(1 × 10 = 10 Marks)
