

D 50536

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Name.....

Reg. No.....

**FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION
NOVEMBER 2023**

Computer Science/BCA/Information Technology

BCS/BCA/BIT 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2019 Admission onwards)

Time : Two Hours

Maximum : 60 Marks

Section A*Answer all questions.**Each question carries 2 marks, Ceiling 20 marks.*

1. What are the functions of a CPU ?
2. What is secondary memory ?
3. How can you add cells, rows or columns in Ms Excel ?
4. How will you correct errors in Ms word.
5. What is WAN ?
6. What is document dictionary ?
7. What do you mean by bookmark ?
8. What are charts in Ms Excel ?
9. How can you check whether the pivot table is modified or not ?
10. How to insert in-built sound effect in Ms-Powerpoint ?
11. How will you create a new presentation ?
12. How will you apply the same transition on all slides of powerpoint ?

Turn over

Section B

Answer all questions.

Each question carries 5 marks, ceiling 30 marks.

13. Explain different types of programming languages.
14. Explain the parts of a computer system.
15. Describe the components of quick access toolbar in Ms word.
16. How will you create and modify tables in Ms word.
17. Explain how to use a function in excel.
18. Is it possible to insert an online video into presentation ? If yes, How ?
19. How do you add a motion path in Ms-Powerpoint ?

Section C (Essay Type Questions)

Answer any one question.

The question carries 10 marks.

20. Explain Page formatting and Mail merge features in Ms word.
21. Explain in detail Pivot tables and Pivot charts in Ms Excel.

(1 × 10 = 10 marks)