D 110079 (Pages : 2) Name......................................

Reg. No................................

FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION NOVEMBER 2024

BCA/Computer Science/Information Technology

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

(2019 Admissions onwards)

Time : Two Hours   Maximum : 60 Marks

Section A (Short Answer Type Questions)

Answer **all** *questions, each correct answer carries a maximum of* 2 *marks.*

Ceiling 20 *marks.*

1. What are the significance of application software ?

2. Write a short note on programming languages.

3. Differentiate between LAN and WAN.

4. How to create and use bookmarks in Microsoft Word ?

5. Why do you use AutoCorrect feature in Microsoft Word ?

6. How will you use the spelling and grammar check tool in Microsoft Word ?

7. How do you create a macro in Word document ?

8. What are the ways of creating a worksheet ?

9. Discuss the standard operators in MS Excel ?

10. What is Formatting in Excel ?

11. How to insert Word Art in PowerPoint.

12. How to build organizational charts in PowerPoint.

Turn over

Section B (Short Essay Type Questions)

Answer **all** *questions, each correct answer carries a maximum of 5 marks.*

Ceiling 30 *marks.*

13. Describe notebook and netbook in detail.

14. Why do you use storage devices ? Explain different types of storage devices.

15. How can you perform page formatting in Microsoft Word ?

16. What is mail merge ? How to use mail merge in Microsoft Word ?

17. Write notes on pivot tables and pivot charts.

18. What are the different types of charts in MS Excel ?

19. How to insert animated pictures and recorded sound effect to a Power-Point presentation ?

Section C (Essay Type Questions)

Answer any **one** *question, correct answer carries a maximum of* 10 *marks.*

20. What are the different input devices and output devices ? Explain in detail.

21. What are formulas and functions in Microsoft Excel ? Explain different formulas and functions with example.