D 130098   (Pages : 2)   Name...

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

FIFTH SEMESTER CBCSS–UG DEGREE EXAMINATION
NOVEMBER 2025

(2019 Syllabus)

Computer Science/Information Technology / BCA

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

Time : Two Hours   Maximum : 60 Marks

Section A - Short Answer Type Questions

Each correct answer carries a maximum of 2 marks.
Ceiling 20 Marks.

1. Distinguish between data and information.

2. What are the components of a CPU ?

3. Differentiate input and output unit.

4. What is LAN ?

5. What is ribbon in word ?

6. How can you create a custom watermark in MS Word ?

7. What do you mean by spreadsheet ?

8. What is the meaning of pivot table ?

9. What are macros in word processing ?

10. Discuss the steps to insert an image in a document.

11. What is motion path in MS Power Point ?

12. What is the use of section in MS Power Point ?

(Ceiling 20 marks)

Section B

Ceiling 30 Marks.
Each question carries 5 marks.

13. Briefly explain the characteristics of a computer.

14. Briefly explain various applications of computer.

15. Distinguish the relative and absolute cell referencing mode in Excel.

Turn over

16. What is a Formula ? Write down the steps to create a simple Formula in Excel.

17. What are the main components of MS Word ?

18. How can you insert footnotes and endnotes in MS Word ?

19. Briefly explain the use of mail merge in MS Word.

(Ceiling 30 marks)

Section C

10 Marks. Answer any one question.

20. Explain the basic components of a computer with a neat diagram.

21. Describe various statistical and financial functions in excel with examples.

(1 × 10 = 10 marks)