D 113423　　　　　　　(Pages : 2)　　　　Name...

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FIRST SEMESTER (CUFYUGP) DEGREE EXAMINATION NOVEMBER 2024

Information Technology

ITY 1FM 105—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2024 Admission onwards)

Time : One Hour and a Half　　　　　　　　　　　　　Maximum : 50 Marks

Section A

Answer **all** *questions.*
Each question carries 2 *marks.*
Ceiling 16 *marks.*

1. Define Hardware.

2. Write a note on Registers.

3. Write a note on client-server.

4. What is document dictionary ?

5. What are Macros ?

6. How formulas are created ?

7. What is a cell and how data entered is set to a specific type ?

8. What is ClipArt.

9. What is an object ?

10. How audio is added to a slide ?

Section B

Answer **all** *questions.*
Each question carries 6 *marks.*
Ceiling 24 *marks.*

11. Explain the different computer languages.

12. Explain how Mail Merge is performed.

Turn over

13. Write the steps involved in creating and managing a worksheet.

14. Explain how the pivot chart operation works ?

15. Explain how slide transitions are done.

Section C

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

16. Explain the different mathematical functions used in spread sheet with example.

17. Explain how a presentation is made and what are the elements that can be used to make it more attractive ?

$(1 \times 10 = 10$ marks)