A1023

Name.....

Register No.....

NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY (AUTONOMOUS)

FIRST SEMESTER (FYUG) DEGREE EXAMINATION NOVEMBER 2025

COMPUTER APPLICATIONS

BCA1FS111 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

Time:One Hour and a Half | Maximum:50 marks

Section A

Answer the following

2 marks each, 10x2=20 with a ceiling of 16 marks

1. Explain how 'Find and Replace' improves document editing. CO3
2. Name two examples of secondary memory. CO1
3. Write the syntax of the IF function. CO3
4. What are registers in computers? CO1
5. Mention two storage devices. CO1
6. What is a cell in a worksheet? CO3
7. What is a slide master? CO4
8. Name any two components of a spreadsheet. CO3
9. Demonstrate how to apply cell formatting (bold, color, alignment). CO4
10. What is Auto-correct? CO2

Section B

Answer the following

6 marks each, 5x6=30 with a ceiling of 24 marks

11. Mention any two multimedia elements you can insert into a slide. CO4
12. Differentiate between RAM and ROM. CO1
13. Illustrate the steps of creating a document. CO2
14. Explain how to change cell alignment and format numbers as currency. CO3
15. Compare different types of computer languages. CO1

Section C

Answer any one of the following

10 marks each

16. Critically evaluate file management techniques in Word Processing. CO2
17. Analyze how the use of transitions and animations affect delivery. CO4

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