D 30472 (Pages : 2) Name.....................................

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

FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION
NOVEMBER 2022

BCA/B.Sc. Computer Science/IT

BCA/B.C.S./BIT 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2019 Admission onwards)

Time : Two Hours   Maximum : 60 Marks

Part A

Short Answer type questions (*Answer all questions, each correct answer carries a maximum of* 2 *marks.*
Ceiling 20 *marks*).

1. How to insert Animated pictures in MS Power point ?

2. How can a macro be created using macro editor ?

3. Write a short note about system software ?

4. Define Client.

5. What is layering object ?

6. How add images to our documents ?

7. Explain High level language.

8. Define WAN.

9. Write a short note about CPU ?

10. How to check spelling and grammar in MS Word ?

11. What is client server model ?

12. Differentiate notebook and net book.

Section B (Short Essay Type Questions)

Answer **all** *questions, each correct answer carries a maximum of* 5 *marks.*
Ceiling 30 *marks*)

13. Explain detail on creating and editing a document.

14. Explain various storage devices.

Turn over

15. Explain various programming languages.

16. Describe charts in MS excel. What are the basic features in it ?

17. Explain Application software.

18. Explain formulas and functions in excel.

19. How to insert word Art in MS Power point ?

Section C (Essay Type Questions)

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

20. What is Mail Merge? List down the steps to do mail merge.

21. How to create and modify an excel formula ? Explain with an example.

(1 × 10 = 10 marks)