

244319

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

244319

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)