D 70191 (Pages : 2) Name.....

Reg. No.....

FIFTH SEMESTER B.Sc. DEGREE EXAMINATION, NOVEMBER 2019

(CUCBCSS—UG)

B.C.A.

BCS 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2017 Admissions)

Time : Two Hours Maximum : 40 Marks

Part A

Answer **all** *questions.*
Each question carries 1 mark.

1. Which laptop offers the basic computing functionalities in a smaller, lightweight, more portable device ?
2. Name the system software that manages computer hardware and software resources and provides common services for computer programs.
3. What is used to automate a task which is performed repeatedly ?
4. What is used to correct commonly misspelled words in MS Word ?
5. What are used that replaces the complex steps present in many functions ?
6. Name the table of statistics that summarizes the data of a more extensive table.
7. Name the region where most of the work is done to create individual slides.
8. Name the providers of a resource or service in a Client-server model.
9. Give an example of an Input device.
10. Name a commonly used Output device.

(10 × 1 = 10 marks)

Part B

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

11. Define a Computer Hardware.
12. Define Object Linking and Embedding (OLE).
13. Compare Functions with formulas.

Turn over

14. Briefly give the steps to insert simple chart in a Power Point presentation.

15. Give some disadvantages of Client-server model.

(5 × 2 = 10 marks)

Part C

Answer any **five** *questions.*
Each question carries 4 *marks.*

16. What are the different components of a CPU ? Explain.

17. Write a short note on Programming languages with example.

18. What is the significance of Mail merge ? Explain with the help of its application on a document.

19. Explain the process of Creating and Editing document in MS Word.

20. What are the different steps to create a Pivot Chart ? Explain.

21. Explain the different steps in Linking and Consolidation in Excel.

22. Why Objects are layered in Power Point ? State the reasons.

23. How do you insert sounds in a Presentation ? Explain.

(5 × 4 = 20 marks)