

708

**FIFTH SEMESTER (CUCBCSS—UG) DEGREE EXAMINATION
NOVEMBER 2020**

Computer Science

BCS 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2017 Admissions)

Time : Two Hours

Maximum : 40 Marks

Part A

*All questions to be attended.
Each question carries 1 mark.*

1. Functions in MS Excel must begin with _____.
(a) An () sign. (b) An Equal Sign.
(c) A Plus Sign. (d) A > Sign.
2. Which simplifies the process of formatting text if the same formatting is required in more than one location ?
(a) Auto Text. (b) Format Painter.
(c) Font dialog box. (d) None of the above.
3. MS-Office is _____.
(a) Application Software. (b) System Software.
(c) Operating System. (d) All of above.
4. Word Warp means _____.
(a) Aligning text the right margin.
(b) Inserting spaces between words.
(c) Moving text automatically to the next line.
(d) None of the above.
5. Which is the part of a computer that one can touch and feel ?
(a) Hardware. (b) Software.
(c) Output. (d) Programs.

Turn over

6. In Excel, by default Numeric Values appears in _____ alignment.
7. The extension of Power Point is _____.
8. Program which acts as a interface between a user and the hardware is called _____.
9. In Excel, the intersection of row and column is known as _____.
10. The short cut key for slide show is _____.

(10 × 1 = 10 marks)

Part B

All questions can be attended and overall ceiling.

11. What do you mean by a workbook in MS Excel ?
12. How can you replace a text in MS Word ?
13. Explain the different methods to add New Slides in PowerPoint.
14. Explain hardware and software.
15. What is a computer network ?

(5 × 2 = 10 marks)

Part C

All questions can be attended and overall ceiling.

16. Explain Mail Merge in MS Word with steps.
17. Explain any *eight* mathematical functions in MS Excel.
18. What is the difference between System software and application software ?
19. Explain the different types of page orientation in MS Word and how to set page orientation ?
20. Write short note on storage devices.
21. Explain Custom animation and slide transition.
22. Explain different types of charts in MS Excel.
23. What are the different views in Power Point Presentation ?

(5 × 4 = 20 marks)