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(Pages : 2)

Name.....

Reg. No.....

**FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION
NOVEMBER 2024**

BCA/Computer Science/Information Technology

BCS/BCA/BIT 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2019 Admissions onwards)

Time : Two Hours

Maximum : 60 Marks

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

1. What are the significance of application software ?
2. Write a short note on programming languages.
3. Differentiate between LAN and WAN.
4. How to create and use bookmarks in Microsoft Word ?
5. Why do you use AutoCorrect feature in Microsoft Word ?
6. How will you use the spelling and grammar check tool in Microsoft Word ?
7. How do you create a macro in Word document ?
8. What are the ways of creating a worksheet ?
9. Discuss the standard operators in MS Excel ?
10. What is Formatting in Excel ?
11. How to insert Word Art in PowerPoint.
12. How to build organizational charts in PowerPoint.

Turn over

Section B (Short Essay Type Questions)

Answer all questions, each correct answer carries a maximum of 5 marks.

Ceiling 30 marks.

13. Describe notebook and netbook in detail.
14. Why do you use storage devices ? Explain different types of storage devices.
15. How can you perform page formatting in Microsoft Word ?
16. What is mail merge ? How to use mail merge in Microsoft Word ?
17. Write notes on pivot tables and pivot charts.
18. What are the different types of charts in MS Excel ?
19. How to insert animated pictures and recorded sound effect to a Power-Point presentation ?

Section C (Essay Type Questions)

Answer any one question, correct answer carries a maximum of 10 marks.

20. What are the different input devices and output devices ? Explain in detail.
21. What are formulas and functions in Microsoft Excel ? Explain different formulas and functions with example.