QP Code: U25DRIS011

Reg. No : .....
Name : .....

ST MARY'S COLLEGE (AUTONOMOUS), THRISSUR-20

I SEMESTER (FYUGP) DEGREE EXAMINATIONS, NOVEMBER 2025
(Regular/Improvement/Supplementary)
BCA1FS111 : Introduction to Computers and Office Automation
2024 Admission Onwards
(Credits: 3)

Time:1. 5 Hours **Maximum Marks: 50**

Section A
*Answer **All**. Each question carries **2** Marks.* ***(Ceiling: 16 Marks)***

1. What is LAN?
2. Describe the 'Find and Replace' feature in a word processor.
3. Write down the the steps to add cells, rows and columns in MS Excel.
4. What are the different steps to change cases in MS Word?
5. How can we apply the same transition on all the slides of Powerpoint?
6. Explain how we can insert Word Art and Clip Art in Powerpoint.
7. How do you rename a worksheet?
8. Explain a cell in MS Excel.
9. State the characteristics of a Computer.
10. Explain Pivot table. How is it created and formatted?

Section B
*Answer **All**. Each question carries **6** Marks.* ***(Ceiling: 24 Marks)***

11. Draw and label a diagram of memory hierarchy.
12. How can we use Mail Merge feature for labels and envelopes? Explain in detail.
13. What are borders? How can we add borders in an Excel sheet?
14. Explain the procedure to add motion path in Powerpoint.
15. What are Language Translators? Explain.

Turn Over

Section C

*Answer **any one**. Each question carries **10** Marks.* ***(1x10=10 Marks)***

16. Explain the process of creating and formatting tables in MS Word. Include how to sort data within tables, merge and split cells, and apply table styles for better presentation.

17. Evaluate the benefits of using the Function Wizard when constructing complex formulas. Give examples where manual formula entry could cause errors.

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