

**FIRST SEMESTER B.Sc. DEGREE EXAMINATION
JANUARY 2014**

(UG-CCSS)

Complementary Course – Microbiology

MB 1C 03 – COMPUTER APPLICATIONS : FUNDAMENTALS

Time . Three Hours

Maximum : 30 Weightage

I. Answer *all* the questions :

1. Which of the following are the two main components of the CPU?
(a) Control Unit and Registers. (b) Registers and Main Memory.
(c) Control unit and ALU. (d) ALU and bus.
2. A disadvantage of the laser printer is :
(a) It is quieter than an impact printer.
(b) It is very slow.
(c) The output is of a lower quality.
(d) None of the above.
3. Which of the following is used as a primary storage device ?
(a) Magnetic drum. (b) PROM.
(c) Floppy disk . (d) All of these.
4. OMR stands for _____
5. Selecting the Rows 5 and 6 then choose insert → Row. What will happen? ,
(a) 2 Row will be inserted after Row 4.
(b) 2 Row will be inserted after Row 5.
(c) 2 Row will be inserted after Row 6.
(d) 2 Row will be inserted after Row 7.
6. _____ is the short cut key to hide entire row.
7. _____ short cut key used to change letter to all caps in word.

Turn over

8. A Chart can be put as a part of the presentation using :
 - (a) Insert → Chart.
 - (b) Insert → Pictures → Chart.
 - (c) Insert → text -4 Chart.
 - (d) Edit -4 Chart.
9. The spelling dialog box can be involved by choosing spelling from _____ menu.
10. To save an existing document with a different file name, click _____
11. Slide timings can be set manually by entering the number of seconds needed to advance on the _____ tab.
12. _____ key should be pressed to start a new paragraph in MS Word

(12 x 3 = 36 weightage)

II. Answer *all* the questions :

13. Differentiate between Machine Language and Assembly Language.
14. What is a compiler?
15. What are the different types of memories used in computers?
16. Explain what are the steps to find and replace a text?
17. Distinguish between copy and cut commands in word.
18. What are the different ways to rename the sheet in a spreadsheet?
19. What is the difference between Wizard and Template?
20. How can you change your background in power point presentation?
21. How can you add slides to the existing presentation?

(9 x 1 = 9 weightage)

III. Answer any *five* questions :

22. Explain the need of software in computer. What is system software?
23. Write a note on multimedia.
24. What are the different ways to format text in word processing?
25. Explain the steps to open a word document.
26. How can you protect a sheet in excel?
27. How to drawing objects in power point?
28. What is the use of function wizard? Explain.

(5 x 2 = 10 weightage)

W. Answer any *two* questions :

- 29. Draw the block diagram of the computer and explain the various blocks and write a brief note on optical input devices.**
- 30. Explain in detail about Mail Merge and page borders in word.**
- 31. How can you format a worksheet in excel? Explain in detail.**

(2 x 4 = 8 weightage)