D 11200 (Pages : 2) Name..................................

Reg. **No...........................**

FIFTH SEMESTER B.A./B.Sc./B.Com./B.B.A. DEGREE EXAMINATION NOVEMBER 2016

(CUCBCSS—UG)

Open Course

BCS 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

Time : Two Hours   Maximum : 40 Marks

Part A

*Answer **all** questions.*

Choose the correct answer from the choices given :

1 It is possible to sent mails to more than one person using _____ feature.

2 Word processor is an example of _____ Software.

3 ISDN stands for _____

4 _____ is used to set the distance between text and the margin of the page.

5 A printed document is called _____ copy.

6 The currently selected cell in Excel is known as _____

7 _____ is an area in Computer memory, which holds items that have been cut or copied.

8 The system software is called _____

9 The brain of the computer is _____

10 Data in multiple columns or rows in a spreadsheet can be plotted in a _____ chart. _____

(10 x 1 = 10 marks)

Part B

*Answer **all** questions.*

11 How LAN differ from WAN ?

12 What is a workbook in MS Excel ?

13 What is slide transition in PowerPoint ?

14 Define Cut, Copy and Paste.

15 What do you mean by Templates ?

(5 x 2 = 10 marks)

Part C

Answer any **five** *questions.*

16 Differentiate Application Software and System Software with suitable example.

17 What is Word Art ? How can you add Word Art in Word Document ?

18 Explain any *four* mathematical functions available in MS Excel.

19 Explain the steps to insert graphics and ,charts in Power Point.

20 Write notes on programming languages.

21 Explain how to create a new presentation ? Also explain the different presentation slide views in PowerPoint.

22 Explain the different parts of Word Window and Views in MS Word.

23 Explain the advanced features and utility of Power Point.

(5 x **4 = 20 marks)**