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Name..

Reg. No..............................

FIFTH SEMESTER B.A./B.Sc./B.Com. B.B.A. DEGREE EXAMINATION, NOVEMBER 2017

(CUCBCSS—UG)

Open Course

BCS 5D 01—INTRODUCTION TO COMPUTER AND OFFICE AUTOMATION

Time : Two Hours

Maximum : 40 Marks

Part A

*Answer **all** questions.*

Each question carries 1 mark.

I. Choose the correct answer from the choises given :

1 ———— is an example of Application software.

    (a) Linux.

    (b) Windows.

    (c) Unix.

    (d) MS Word.

2 A collection of related webpages is called :

    (a) Webbook.

    (b) Website.

    (c) Facebook.

    (d) Webengine.

3 Which of the following is an example of spread sheet package ?

    (a) MS Word.

    (b) MS Excel.

    (c) Photoshop.

    (d) dBase.

4 To join the internet, the computer has to be connected to a ————.

    (a) Architecture board.

    (b) Society.

    (c) Service provider.

    (d) None of the above.

5 In Word 2007, the text is ———— aligned by default.

    (a) Right.

    (b) Left.

    (c) Centered.

    (d) Justified.

6 ———— Shows movement in text and objects in a presentation slide.

    (a) Transition.

    (b) Animation.

    (c) Templates.

    (d) Ribbon.

Turn over

7 In Excel ,columns are named from A to ————

(a) AIV.   (b) AXZ.

(c) XFD.   (d) XIV.

8 Which of the following is not a highlevel language ?

(a) C.   (b) Assembly Language.

(c) C++.   (d) COBOL.

9 ———— is an optical storage device.

(a) Floppy.   (b) Hard disk.

(c) CD.   (d) None.

10 The ———— feature enables you to add duplicate entries in a worksheet.

(a) Autocorrect.   (b) Auto-text.

(c) Document dictionary.   (d) Autofill.

(10 × 1 = 10 marks)

Part B

Answer **all** *questions.*

Each question carries 2 marks.

11 What is a Ribbon in MS Word ?

12 What is a Browser ?

13 What is a Master Page in Power Point ?

14 What do you mean by Hardware ?

15 How can you rename a worksheet ?

(5 × 2 = 10 marks)

Part C

Answer any **five** *questions.*

Each question carries 4 marks

16 Explainthe procedure for inserting headers and footers in word.

17 Explain cell referencing in MS Excel.

18 Discuss the features of Intranet and Extranet.

19 What are the functionalities of DNS.

20 Explain Pivot Charts in Spread Sheet.

21 With a neat diagram explain the components of CPU.

22 Explain the Mail Merge feature of MS Word.

23 Explain the following types of computers

    (a) Desktop.   (b) Laptop.

    (c) Notebook.   (d) Netbook.

$(5 \times 4 = 20 \text{ marks})$