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FIRST SEMESTER B.A./B.Sc. DEGREE EXAMINATION, NOVEMBER 2018

(CUCBCSS—UG)

Complementary Course

MBY 1C 03—COMPUTER APPLICATION—FUNDAMENTALS

(2014 Admissions)

Time : Three Hours

Maximum : 64 Marks

Section A

*Answer **all** questions.*
Each question carries ½ mark.

1. Which of the following is an example of spread sheet application software ?

    (a) MS Word.
    (b) MS Excel.
    (c) Photoshop.
    (d) Oracle.

2. Which of the following is a single user OS ?

    (a) Linux.
    (b) Unix.
    (c) DOS.
    (d) Windows.

3. Which file format can be added to a Power Point show ?

    (a) .jpg.
    (b) .giv.
    (c) .wav.
    (d) All of these.

4. DOS stands for ——————.

    (a) Direct Operating System.
    (b) Disk Operating System.
    (c) Distributed Operating System.
    (d) Dynamic Operating System.

5. The power point 2007 presentation is saved in —————— format.

6. In excel, a formula starts with —————— sign.

7. —————— is a multiuser OS.

8. In PowerPoint, —————— view displays a single slide at a time in full screen size.

9. Data in multiple columns or rows in a spread sheet can be plotted in a —————— chart.

10. The currently selected cell in excel is known as ——————.

11. The device that are commonly used for making digital circuits are ——————.

12. The —————— are used for temporary storage of data and instructions.

(12 × ½ = 6 marks)

Turn over

Section B

*Answer **all** questions.*
Each question carries 2 marks.

13. What is a workbook ?
14. What is entertainment software ? Give three examples.
15. What is speech synthesizer ?
16. What is a mini tool bar ?
17. How will you define a storage capacity of a computer ?
18. Write the names of different bus units.
19. How can you increase the speed of a computer ?
20. What is the purpose of Thesaurus tool in MS Word ?
21. What is a Formula in MS Excel ?
22. Briefly explain BIOS.

$(10 \times 2 = 20 \text{ marks})$

Section C

*Answer any **six** questions.*
Each question carries 3 marks.

23. Explain different types of primary memory.
24. Explain disk formatting. Why it is needed ?
25. Explain the role of control unit in the execution of an instruction.
26. Which are the statistical functions used in Excel.
27. Discuss the structure of hard disk.
28. Write a brief note on optical input devices.
29. Explain the types of system software.
30. How to insert movies and sounds into a PowerPoint Presentation ?

$(6 \times 3 = 18 \text{ marks})$

Section D

*Answer any **two** questions.*
Each question carries 10 marks.

31. Explain the essential properties of the following operating systems.
    (a) DOS.
    (b) Linux.
    (c) Windows.

32. Explain different types of charts used in Excel.

33. Explain the working of dot matrix and laser printer.

$(2 \times 10 = 20 \text{ marks})$