

**D 50636**

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Name.....

Reg. No.....

**FIFTH SEMESTER B.Sc. DEGREE EXAMINATION, NOVEMBER 2018**

(CUCBCSS—UG)

Open Course

BCS 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

Time : Two Hours

Maximum : 40 Marks

**Part A**

*Answer all questions.*

Fill in the blanks :

- 1 In a Power Point 2007 presentation is saved in \_\_\_\_\_ format.
- 2 "Merge and center" button is in the \_\_\_\_\_ tab.
- 3 The network used to share information across several building is \_\_\_\_\_.
- 4 \_\_\_\_\_ printer is commonly used for desktop publishing.
- 5 ISP stands for \_\_\_\_\_.
- 6 Linux is an example for \_\_\_\_\_ Software.
- 7 LAN stands for \_\_\_\_\_.
- 8 The short cut key for slide show in powerpoint is \_\_\_\_\_.
- 9 B12 is an example for \_\_\_\_\_ in Excel.
- 10 Inkjet printer is an \_\_\_\_\_ device.

(10 × 1 = 10 marks)

**Part B**

*Answer all questions.*

- 11 What do you mean by Server ?
- 12 What do you mean by Operating System ?
- 13 Differentiate Hardware and Software.
- 14 What are the major features of Power Point ?
- 15 Explain the use of format painter in MS Word.

(5 × 2 = 10 marks)

**Turn over**

**Part C**

*Answer any five questions.*

- 16 Write notes on any 4 input devices.
- 17 Elaborate the features of MS Word.
- 18 Explain Custom animation and slide transition in PowerPoint.
- 19 What is a filter ? How records can be filtered in Excel.
- 20 Explain Macro. Write down the steps to create a new macro in MS Word.
- 21 What are the different types of charts ? Explain how the charts can be created in Excel ?
- 22 Explain the steps for creating, manipulating and enhancing slides in MS PowerPoint.
- 23 Explain the following terms in detail :
  - (a) Blog.
  - (b) Forum.
  - (c) Chat.
  - (d) New Groups.
  - (e) Browsers.
  - (f) E-mail.

(5 × 4 = 20 marks)