

D 50536

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Name.....

Reg. No.....

**FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION  
NOVEMBER 2023**

Computer Science/BCA/Information Technology

BCS/BCA/BIT 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2019 Admission onwards)

Time : Two Hours

Maximum : 60 Marks

**Section A***Answer all questions.**Each question carries 2 marks, Ceiling 20 marks.*

1. What are the functions of a CPU ?
2. What is secondary memory ?
3. How can you add cells, rows or columns in Ms Excel ?
4. How will you correct errors in Ms word.
5. What is WAN ?
6. What is document dictionary ?
7. What do you mean by bookmark ?
8. What are charts in Ms Excel ?
9. How can you check whether the pivot table is modified or not ?
10. How to insert in-built sound effect in Ms-Powerpoint ?
11. How will you create a new presentation ?
12. How will you apply the same transition on all slides of powerpoint ?

**Turn over**

**Section B**

*Answer all questions.*

*Each question carries 5 marks, ceiling 30 marks.*

13. Explain different types of programming languages.
14. Explain the parts of a computer system.
15. Describe the components of quick access toolbar in Ms word.
16. How will you create and modify tables in Ms word.
17. Explain how to use a function in excel.
18. Is it possible to insert an online video into presentation ? If yes, How ?
19. How do you add a motion path in Ms-Powerpoint ?

**Section C (Essay Type Questions)**

*Answer any one question.*

*The question carries 10 marks.*

20. Explain Page formatting and Mail merge features in Ms word.
21. Explain in detail Pivot tables and Pivot charts in Ms Excel.

(1 × 10 = 10 marks)