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Name.....

Reg. No.....

FIFTH SEMESTER U.G. DEGREE EXAMINATION, NOVEMBER 2021

(CBCSS—UG)

B.C.A.

BCA 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2019 Admissions)

Time : Two Hours

Maximum : 60 Marks

Section A (Short Answer Type Questions)*Answer at least **eight** questions.**Each question carries 3 marks.**All questions can be attended.**Overall Ceiling 24.*

1. What is the use of chart in Excel ?
2. What is client server model ?
3. Write a short note on network.
4. Write a short note about operating system.
5. What is the use of pivot table in Excel ?
6. Write a short note about template.
7. How to add table to our documents ?
8. What are the basic steps for printing a document ?
9. Explain Assembly Language.
10. Define LAN.
11. How to add charts in MS Power point ?
12. Differentiate Laptop and Net book.

(8 × 3 = 24 marks)

Section B (Short Essay Type Questions)*Answer at least **five** questions.**Each question carries 5 marks.**All questions can be attended.**Overall Ceiling 25.*

13. Explain the types of computers.
14. How to use mail merge feature for labels and envelopes ? Discuss in detail.

Turn over

15. Define a Macro. Write down the step to record a new macro.
16. Explain some functions in excel.
17. Briefly explain table menu in MS Word.
18. Explain various Programming languages.
19. Explain the method of checking spelling and grammar mistakes in word.

(5 × 5 = 25 marks)

Section C (Essay Type Questions)

*Answer any **one** question.*

The question carries 11 marks.

20. Explain pivot table. How it is created and formatted ? What is its Application ?
21. Explain various input and output devices.

(1 × 11 = 11 marks)