

D 133685**(Pages: 2)****Name.....****Reg. Number****FIRST SEMESTER UG DEGREE EXAMINATION: NOVEMBER 2025****(CUFYUGP)****BCA1FS111 INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION****(Admission year : 2024 onwards)****Maximum Time: 1.5 Hours****Maximum Marks: 50****Section A***All questions can be answered. Each question carries 2 marks. (Ceiling: 16 Marks)*

1. What is secondary memory? Why it is used in computers?
2. Discuss the role of language translators.
3. What is an OS? Why it is important?
4. What are the steps to find and replace text in a document?
5. How do you create a new document in word processor?
6. What is conditional formatting in spread sheet?
7. What is function wizard in a spread sheet application?
8. What is word art in a presentation?
9. How do you insert a drawing object in a presentation?
10. What is the purpose of organizational chart in a presentation?

SECTION B*All questions can be answered. Each question carries 6 marks. (Ceiling: 24 Marks)*

11. Explain the differences between LAN, MAN and WAN.

12. Explain the use of spelling and grammar tools in word processor.
13. Explain the steps to add borders and colors to a worksheet.
- 14.. Write the steps to insert an animated picture or graphic in a slide.
15. Write short note on various input/output devices in computers.

SECTION C

Answer any one. Each question carries 10 marks (1x10=10 marks)

16. Explain how to use advanced features of spread sheet such as pivot table, pivot chart, Linking and consolidation
17. Explain mail merge and macro in MS word.