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FIRST SEMESTER (CUFYUGP) DEGREE EXAMINATION NOVEMBER 2024

Computer Application

BCA 1FS 111—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2024 Admission onwards)

Time: One Hour and a Half

Maximum: 50 Marks

Section A

Answer all questions.

Each question carries 2 marks.

Ceiling 16 marks.

- 1. Define CPU and mention its components.
- 2 Define LAN and WAN.
- 3. What is a Register?
- 4. What is office automation? Give an example.
- 5. Define auto text and mention its use in word processing.
- 6. How do you copy and move data from selected cells in MS Excel?
- 7. What are the mathematical functions in a spread sheet?
- 8. How do you create a new slide in a presentation software?
- 9. What is layering in art objects?
- 10. What is pivot table?

Section B

Answer **all** questions.

Each question carries 6 marks.

Ceiling 24 marks.

- 11. Explain the memory hierarchy in computers.
- 12. Discuss various formatting options available in word processors.

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- 13. Explain the steps to create, save and edit a workbook in a spreadsheet software.
- 14. What are the charts in a presentation? How do they help in presenting data?
- 15. Explain the various types of software's and their role in computer science.

Section C

Answer any **one** question. The question carries 10 marks.

- 16. Explain mail merge, linking and embedding objects in MS Word.
- 17. Discuss the different types of computers based on size, functionality and usage.

 $(1 \times 10 = 10 \text{ marks})$