

(1401CFO20)

THREE YEAR B.C.A. (CBCS) DEGREE EXAMINATIONS, MARCH/APRIL 2022.

(Regular/Supplementary)

FIRST SEMESTER

Paper I — COMPUTER FUNDAMENTALS AND OFFICE TOOLS

Time : 3 Hours

Max. Marks : 75

PART - A

Answer any FIVE questions from the following.

(Marks : 5 × 5 marks = 25 marks)

1. What are the uses of computer in our modern life?
2. Write any three generations of a computers.
3. Explain about open source software.
4. Explain about programming languages.
5. What are the features of MS-Word?
6. How to create a new document using MS-Word?
7. How to insert a file in MS-Word?
8. How to enter formula in MS-Excel?
9. Explain the components of the Powerpoint Window.
10. How to insert music or sound on a slide using Powerpoint?

PART - B

Answer any FIVE questions. Each question carries 10 marks.

(Marks : 5 × 10 marks = 50 marks)

11. Explain about Input devices briefly.
12. What are the characteristics of a computer?
13. What is memory? Explain different types of memories.
14. Explain about Generations of programming languages.
15. How to create, save and opening documents in MS-Word?

[P.T.O]

16. Explain about mailmerge in MS-Word.
 17. What is a function? Explain how to inserting a function in MS-Excel.
 18. What is a chart? Explain different types of charts.
 19. How to create an save a presentation using MS-Powerpoint?
 20. How to apply transition and animation to the slides by using MS-Powerpoint?
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