

D 113520

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Name.....

Reg. No.....

**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.

Turn over

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 × 10 = 10 marks)