

**FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2023****(Regular/Improvement/Supplementary)****BBA HONOURS****GBAH1B02T: INTRODUCTION TO END USER COMPUTING****Time: 3 Hours****Maximum Marks: 80****PART A: Answer *all* the questions. Each carries *one* mark.****Choose the Correct Answer.**

1. Which of the following part of a processor contains the hardware necessary to perform all the operations required by a computer?  
a) Controller                      b) Registers                      c) Cache                      d) Data path
2. Rounding errors can occur.....  
a) When you use multiplication, division, or exponentiation in a formula.  
b) When you use addition and subtraction in a formula.  
c) Because excel uses hidden decimal places in computation.  
d) When you show the results of formulas with different decimal places that the calculated results.
3. After typing header text, how can you quickly enter footer text.  
a) Press Page Down key and type the text for footer.  
b) Click on Switch between Header & Footer then type the text.  
c) Both of above.                      d) None of above.
4. Two tables can be linked with relationship so that the data integrity can be enforced. Where can you find Relationship Command?  
a) Home Tab                      b) Create Tab                      c) External Data Tab                      d) Database Tab
5. What are the columns in a Microsoft Access table called?  
a) Rows                      b) Records                      c) Fields                      d) Columns

**Fill in the Blanks.**

6. HTML stands for \_\_\_\_\_.
7. A typical worksheet has \_\_\_\_\_ Number of columns.
8. You can open the Sort dialog box by choosing Sort from the \_\_\_\_\_ menu.
9. The minimum number of rows and columns in MS Word document is \_\_\_\_\_.
10. In a database table, the category of information is called\_\_\_\_\_.

**(10 x 1 = 10 Marks)  
(PTO)**

**PART B: Answer any *eight* the questions. Each carries *two* marks.**

11. How to rename a file and folder in Windows?
12. What is Digital Knowledge Resources?
13. What is a dynamic webpage?
14. How to insert a link in HTML.
15. What is Straight ahead action and pose to pose in Animation?
16. What is raster scan?
17. How can you change the foreground colour of the cell?
18. How can you insert a page break?
19. Write down the steps to merge table cells in a Word document.
20. What is database management system?

**(8 x 2 = 16 Marks)**

**PART C: Answer any *six* questions. Each carries *four* marks.**

21. State the basic units of computer. Name the sub units that make up the CPU, and give the function of each of the units.
22. Explain any five formatting tags in detail. List and explain various list tags with example.
23. Explain the applications of computer graphics.
24. You have clicked on the info option available in the first column of the backstage view. What is the information displayed in the second column of the backstage view. Explain with a diagram.
25. Explain Text decorations in MS Word.
26. How can you set spacing between paragraphs?
27. How to adjust page margin in a word document?
28. What are the two ways to add data in the table in Access?

**(6 x 4 = 24 Marks)**

**PART D: Answer any *two* the questions. Each carries *fifteen* marks.**

29. Briefly explain the advantages and disadvantages of e-learning.
30. Explain linked and embedded object in Excel.
31. How can you create a grouped or summary report in Access?

**(2 x 15 = 30 Marks)**