

FIRST SEMESTER FYUGP EXAMINATION NOVEMBER 2024**SEC****BCA1FS111 INTRODUCTION TO COMPUTERS AND OFFICE****Time : 1 Hrs 30 Mins****AUTOMATION****Maximum Marks : 50**

BL : Bloom's Taxonomy Level (1 to 6)

CO : Course Outcome

Section A		Ceiling Marks : 16		
Answer all questions. Each carries 2 marks.				
No.	Question	M	BL	CO
1.	Explain the role of mainframe computers in large-scale enterprises.	2	2	CO1
2.	What is ribbon in MS Word?	2	2	CO2
3.	What are undo and redo commands?	2	2	CO2
4.	How do you insert text in a document?	2	3	CO2
5.	Explain the actions Ctrl+ Z, Ctrl+ Y.	2	3	CO2
6.	What is a Macro in MS Word?	2	2	CO2
7.	How can you create a chart in word document?	2	3	CO2
8.	Explain Autosum?	2	2	CO3
9.	How will you implement pivot table?	2	3	CO3
10.	How would you use Word Art to emphasize a critical point in your presentation?	2	3	CO4
Section B		Ceiling Marks : 24		
Answer all questions. Each question carries 6 marks.				
No.	Question	M	BL	CO
11.	Elaborate on the classification of computers based on size.	6	2	CO1
12.	Ranju has finished her project report and now she wants to add headers and footers to the document. Explain the steps	6	3	CO2
13.	Illustrate MIN function with an example.	6	3	CO3
14.	Describe the functions of pivot table in detail	6	2	CO3
15.	While preparing a presentation, you want to include a promotional video. Describe how you would insert the video into your presentation, considering video format and playback options?	6	3	CO4 CO5
Section C		Answer any 1 question. Each carries 10 marks. (1X10=10 Marks)		
No.	Question	M	BL	CO
16.	Elaborate on the role system software in managing computer hardware and providing a platform for application software, highlighting its characteristics, functions, of various types.	10	2	CO1
17.	You are preparing a presentation on your upcoming college fest for fundraising. What steps would you follow to create the slides, enhance, and manipulate your presentation?	10	3	CO4 CO5