

FIRST SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2024**(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 is the smallest unit of data in a computer?
 - a) Bit
 - b) KB
 - c) Nibble
 - d) Byte
2. Which of the following tag is used for inserting the largest heading in HTML?
 - a) head
 - b) <h1>
 - c) <h6>
 - d) heading
3. How do you select an entire column?
 - a) Select Edit > Select > Column from the menu
 - b) Click the column heading letter
 - c) Hold down the shift key as you click anywhere in the column.
 - d) Hold down the Ctrl key as you click anywhere in the column
4. When a picture or other graphic image is placed in the report header section it will appear _____.
 - a) Once in the beginning of the report
 - b) At the top of every page
 - c) Every after record break
 - d) On the 1st and last pages of the report
5. An Access database object that is used to enter, view or edit records:
 - a) Table
 - b) Form
 - c) Query
 - d) Report

Fill in the Blanks.

6. Full form of CPU is _____.
7. _____ is a computer program that allows teachers to manage course materials in a digital environment.
8. To get to the 'Symbol' dialog box, click on the _____ menu and choose 'Symbol'.
9. To duplicate a controls formatting you can use _____.
10. The _____ operator will cause a record to be selected only if two or more conditions are satisfied.

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

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

11. What is a data type?
12. What are Queries?
13. What do you mean by planning a query?
14. Explain the tag used to change font of a text with an example.
15. How can you move data in MS Excel?
16. What is File explorer?
17. What is MOODLE?
18. Define E-Book.
19. What is clear formatting option in a word document?
20. What is Microsoft Access?

(8 x 2 = 16 Marks)

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

21. How can you indent paragraphs in a word document?
22. How can you create Database from Template?
23. Explain: Joining tables in queries.
24. What is learner centric? Explain
25. Describe the different parts of the file explorer.
26. Explain MOOC features.
27. How can we include audio or video in a webpage?
28. How can you evaluate a formula in excel? What is worksheet protection?

(6 x 4 = 24 Marks)

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

29. Discuss ten HTML formatting tags with example.
30. Write short notes on:
 - a) Formatting of cells
 - b) Text alignment in Excel.
31. Explain the preparation of forms in MS Word?

(2 x 15 = 30 Marks)