

FIRST SEMESTER FYUGP EXAMINATION NOVEMBER 2025**(Regular/Improvement/Supplementary)****BCA****SKILL ENHANCEMENT COURSE****BCA1FS111: INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION****Time: 1 ½ Hrs.****Maximum Marks: 50**

M: Mark

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

CO: Course Outcome

Section A: Answer all questions. Each carries 2 marks. Ceiling: 16 Marks				
No.	Question	M	BL	CO
1.	Describe the advantages of using mainframe computers for data processing.	2	2	CO1
2.	Describe Random Access Memory.	2	2	CO1
3.	Define the term 'Mail merge'.	2	2	CO2
4.	What is the role of document dictionary in MS Word?	2	2	CO2
5.	What is the application Ctrl+P?	2	3	CO2
6.	Sajeev is in the process of preparing his mathematical assignment. How he can insert different mathematical symbols into the document?	2	3	CO2
7.	Comment on a cell address.	2	2	CO3
8.	What are the different presentation views available in PowerPoint?	2	2	CO4
9.	How would you apply an animation to emphasize key points during a presentation, ensuring that the animation does not distract from the main message?	2	3	CO4 CO5
10.	What are the different steps to insert an animated picture into a slide?	2	3	CO4
Section B: Answer all questions. Each carries 6 marks. Ceiling: 24 Marks				
No.	Question	M	BL	CO
11.	Explain Metropolitan Area Network with a neat diagram.	6	2	CO1
12.	"An OS is essential for managing and controlling computer hardware and software resources." Justify the statement.	6	2	CO1
13.	Illustrate IF function with an example.	6	3	CO3
14.	To make a key point stand out, you want to use a combination of text and a motion path animation. How would you apply this animation to the text in a slide and ensure it is applied smoothly during the presentation?	6	3	CO4 CO5
15.	How do you create a slide with multiple layered objects such as shapes, images, and text, and apply various layering options to the slide?	6	3	CO4
Section C: Answer any one question. Each carries 10 marks. (1 x 10 = 10 Marks)				
No.	Question	M	BL	CO
16.	Discuss the importance of document formatting? How can this formatting features enhance the readability and visual appeal of a document?	10	3	CO2
17.	Illustrate the creation of a pivot table with an example. Describe the features of pivot table in detail	10	2	CO3