

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2022**(Regular/Improvement/Supplementary)****COMPUTER SCIENCE (OPEN COURSE)****GBCS5D01T: INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION****Time: 2 Hours****Maximum Marks: 60****SECTION A: Answer the following questions. Each carries 2 marks.****(Ceiling 20 Marks)**

1. What is data and information?
2. Give a note on Digitizer.
3. Write a short note on system software.
4. What is meant by hardware?
5. What is meant by high level programming language?
6. How can you correct the spelling and grammatical mistakes in MS Word?
7. Differentiate between workbook and worksheet.
8. How to insert a new slide in PowerPoint?
9. What is a slide master?
10. How to add text in PowerPoint
11. What do you mean by Word Art?
12. How to insert pictures in PowerPoint?

SECTION B: Answer the following questions. Each carries 5 marks.**(Ceiling 30 Marks)**

13. What are the two types of Character printers?
14. What are the important differences between LAN and WAN?
15. Why do we save a file as different Word Version format?
16. Explain Pivot Table in spreadsheet.
17. What is merge? Explain how to merge cells in MS Excel.
18. Write the steps to apply Hyperlink in PowerPoint presentation.
19. What is the purpose of header and footer in PowerPoint and how to insert slide number in PowerPoint?

SECTION C: Answer any 1 question. Each carries 10 marks.

20. What is mail merge? Why do we use mail merge?
21. Explain the different steps in linking and consolidation in MS Excel.

(1 x 10 = 10 Marks)