

**FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2023**

**(Regular/Improvement/Supplementary)**

**GBCS5D01T: INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION**

**(OPEN COURSE)**

**Time: 2 Hours**

**Maximum Marks: 60**

**SECTION A: Answer the following questions. Each carries *two* marks.**

**(Ceiling 20 Marks)**

1. What is a word processor?
2. Define Arithmetic and Logical operation.
3. What is primary memory?
4. Define client-server architecture.
5. How can you correct the spelling and grammatical mistakes in MS Word?
6. What is cell and cell pointer?
7. List out any four operating systems.
8. What is Quick Access Toolbar in Microsoft Excel?
9. Write the steps to align cell entries in MS Excel.
10. What is booting?
11. Define animation in PowerPoint.
12. What is organizational chart?

**SECTION B: Answer the following questions. Each carries *five* marks.**

**(Ceiling 30 Marks)**

13. What are the steps to create a Pivot Chart? Explain.
14. Distinguish between CRT display and Flat-panel display.
15. Compare SUM() and SUMIF()
16. Discuss different Layout Views in Word.
17. How can we rename a worksheet and a workbook?
18. What are the advantages of client-server system?
19. Explain the steps to insert a chart in PowerPoint presentation.

**SECTION C: Answer any *one* question. Each carries *ten* marks.**

20. Discuss about Mail Merge in MS Word.
21. How to create a new presentation? Explain different slide views in Power Point.

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

