D5BCS2305 **Reg. No.....**

Name: .....

FIFTH SEMESTER UG DEGREE EXAMINATION, NOVEMBER 2025

(Regular/Improvement/Supplementary)

COMPUTER SCIENCE

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. How to check spelling and grammar in MS Word?
2. What is the use of the "Rehearse Timings" feature?
3. What are the steps to duplicate a slide?
4. Define Auto-text in MS Word.
5. What is the function of the "Save As" option?
6. What is layering of objects?
7. Differentiate between LAN and WAN.
8. State the basic steps for printing a document.
9. Write a short note about operating system.
10. How to insert images in MS Word?
11. How can we insert a video in a slide?
12. What is the use of slide sorter view?

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

13. Elaborate on various programming languages.
14. Explain any five functions using in MS Excel.
15. Describe the steps to insert a recorded sound effect in a slide.
16. Discuss the different types of charts available in MS Excel.
17. Explain how to use organizational charts in PowerPoint.
18. Give an account on the steps to link data between multiple worksheets.
19. Explain how to use Pivot Tables to summarize data.

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

20. Illustrate the architecture of a computer with block diagram.
21. Explain the concept of Mail Merge in MS Word. Describe the steps involved in performing Mail Merge with a suitable example.

(1 × 10 = 10 Marks)