

S.No. 2623

12UCSN02/
12UPYS02

(For the candidates admitted from 2012 – 2013 onwards)

U.G. DEGREE EXAMINATION, APRIL/MAY 2018.

Third and Fourth Semester

NMEC-I – BASICS OF COMPUTERS AND OFFICE
AUTOMATION

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

All questions carry equal marks.

1. List out the various types of computers.
2. Expand EEPROM and RAM.
3. What is called an insertion point?
4. How to resave a document?
5. What is called word wrap?
6. How to delete text?
7. Write any four built-in functions in excel.

8. How to delete a chart?
9. What do you mean by a template?
10. Write the steps to print a presentation.

PART B — (5 × 5 = 25 marks)

Answer ALL the questions, choosing either (a) or (b)

All questions carry equal marks.

11. (a) Explain any five characteristics of computers.

Or

- (b) What are the classification of monitors? Discuss.

12. (a) Write a brief note on standard toolbar.

Or

- (b) How to open an existing file?

13. (a) Explain any five keys to move through the document.

Or

- (b) Write a short note on Arranging Text on a page.

14. (a) Narrate the editing data in Excel.

Or

- (b) How to create a simple formula? Discuss with example.

15. (a) Describe the various views in power point.

Or

- (b) Explain the steps to add text to a slide.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

All questions carry equal marks.

16. Discuss about the different kinds of input devices.
17. Elucidate the windows common screen elements.
18. Write a detailed description on formatting a word document.
19. Explain about the formatting worksheets.
20. Narrate the steps to editing a presentation.