

(6 pages)

Reg. No. :

Code No. : 20676 E Sub. Code : ESCA 11

B.C.A. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2023.

First Semester

Computer Application – Skill Enhancement Course

FUNDAMENTALS OF INFORMATION
TECHNOLOGY

(For those who joined in July 2023 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Which of the following monitor looks like a television and are normally used with non-portable computer systems?
- (a) LED (b) LCD
- (c) CRT (d) Flat Panel Monitors

2. Which of the following is designed to control the operations of a computer?
- (a) User (b) Application Software
- (c) System Software (d) Utility Software
3. The ability to combine name and addresses with a standard document is called _____.
- (a) Document Formatting
- (b) Database Management
- (c) Mail Merge
- (d) Form Letters
4. Which can be used for quick access to commonly used commands and tools?
- (a) Status bar (b) Tool bar
- (c) Menu bar (d) Title bar
5. Which of the following is not true regarding conditional formatting?
- (a) You can add more than one condition to check
- (b) You can set condition to look for bold and apply italics on them
- (c) You can apply font, border and pattern formats that meets the specified conditions
- (d) You can delete any condition from conditional formatting dialog box if it is required

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6. We can use formula palette to
- (a) Format cells containing numbers
 - (b) Enter assumptions data
 - (c) Create and edit formula containing functions
 - (d) Copy a range of cells
7. Which of the following shortcut key is used to start the slideshow?
- (a) Using F5 key (b) Using F3 key
 - (c) Using F1 key (d) Using F6 key
8. Which of the following is the default standard layout in PowerPoint?
- (a) Blank slide
 - (b) Title and content slide
 - (c) Title slide
 - (d) None of the above
9. Which of these is correct email address?
- (a) userName@website@com
 - (b) userName.website.com
 - (c) userName.website@com
 - (d) userName@website.com

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10. The "S" in HTTPS stands for?

- (a) Selected (b) Secure
- (c) Software (d) System

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).
Each answer should not exceed 250 words.

11. (a) Summarize generations of computer in detail.

Or

- (b) Classify and explain different types of operating system.

12. (a) Describe different elements of window.

Or

- (b) How do you insert objects in word document? Explain.

13. (a) Outline the concept of formatting cells and freezing column in MS-Excel.

Or

- (b) How will you implement formulas in MS-Excel.

14. (a) Give an account on slide manipulation.

Or

- (b) Discuss the types of views in slide show.

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[P.T.O.]



15. (a) Compare and contrast between internet and intranet.

Or

- (b) Write short notes on URL and Search Engine.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b)
Each answer should not exceed 600 words.

16. (a) Neatly sketch the block diagram and explain components of computer.

Or

- (b) Discuss various input devices in detail.

17. (a) Write a brief note on text formatting.

Or

- (b) Recall the concept of mail merge in MS-Word.

18. (a) Illustrate about the following built in functions.

- (i) Sum()
- (ii) IF ()
- (iii) CountIF() in MS-Excel.

Or

- (b) Discuss various charts in MS-Excel. Also explain the steps to create bar chart.

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19. (a) Analyze the types of animations in MS-PowerPoint

Or

- (b) Describe about the templates in MS-PowerPoint.

20. (a) Interpret the types of browsers.

Or

- (b) Elaborate the components and advantages of E-Mail.

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