

TB245302T

Reg. No :

Name :

BACHELOR'S DEGREE (C.B.C.S) EXAMINATION, NOVEMBER 2024
2018, ADMISSIONS ONWARDS SUPPLEMENTARY
SEMESTER V - OPEN COURSE
CA5D01AB18 - Computer Fundamentals, Internet and MS Office

Time : 3 Hours

Maximum Marks : 80

Part A

I. Answer any Ten questions. Each question carries 2 marks

(10x2=20)

1. What do you mean by PAN?
2. List out the characteristics of second generation of computers
3. Classify the computers based on data handling capabilities.
4. What do you mean by IP addressing?
5. Explain why some hyperlinks have different colours.
6. Write the breakdown of anchor tag in HTML.
7. Write short cut key for undo.
8. Define Ribbon in MS WORD.
9. What is work book in Excel ?
10. What is a Spread Sheet ?
11. What is the use of Notes Pane in Microsoft Power Point?
12. Write down the steps for starting a new Power Point presentation.

Part B

II. Answer any Six questions. Each question carries 5 marks

(6x5=30)

13. Explain the applications of Computer Networks.
14. Differentiate between Web Browser and Web Server.
15. Discuss the merits and demerits of TCP/IP model.
16. Explain the different ways of formatting texts in MS WORD.
17. What is Quick Access Tool Bar?
18. Differentiate between workbook, worksheet and spread sheet in MS EXCEL.
19. Explain AVERAGE and AVERAGEIF function with an example.
20. Write down the steps to insert a slide in a presentation.
21. Write down the steps to customize the background color of an individual slide in Power Point

Part C

III. Answer any Two questions. Each question carries 15 marks

(2x15=30)

22. Explain the functions of an Operating System.
23. What is a Word Processor ? Briefly explain the advantages of Microsoft Word.
24. Write a short note on different categories of chart in Excel.
25. Explain the steps to insert Header and Footers in Microsoft Power Point.

