

TB245433P

Reg. No : .....

Name : .....

**BACHELOR'S DEGREE (C.B.C.S) EXAMINATION, NOVEMBER 2024**

**2022 ADMISSIONS REGULAR**

**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. Give the applications of LAN.
2. Define microcomputer.
3. Give the characteristics of LAN
4. Briefly explain Hyperlink.
5. What do you mean by Remote Procedure Calls?
6. Write the breakdown of anchor tag in HTML.
7. What is super script?
8. Write short cut key for SAVE.
9. How do you insert a column in Excel?
10. What is Cell Reference in MS EXCEL?
11. List any four chart elements.
12. Describe slide transitions.

**Part B**

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

**(6x5=30)**

13. Explain the applications of Computer Networks.
14. Write short note on Multicast Addressing Mode.
15. Explain the evolution of Internet.
16. How do you move a section of text in MS WORD? How do you change Font format?
17. Write any five tabs in MS WORD.
18. a) Define a tool tab b) List out some of the most commonly used tool tabs.
19. Write down the main features of MS EXCEL.
20. How do you insert image in Power point ?
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 merits and demerits of an E-mail.
23. a) Write short note on MS WORD b) Briefly explain about the top new features of MS WORD 2013.
24. a) Briefly explain about various EXCEL functions. b) What are the different categories of EXCEL functions? Explain.
25. Explain the steps to insert Header and Footers in Microsoft Power Point.