

18. Perform the following
(a) Creating Header and footer
(b) Inserting date and time and page nos.
19. How do you prepare E.B Bill using EXCEL?
Explain.
20. How do you prepare a presentation using available wizards in MS-Power point?

S.No. 2683

12 UCSN 02

(For the candidates admitted from 2012-2013 onwards)

U.G. DEGREE EXAMINATION,
NOVEMBER/DECEMBER 2014.

Third Semester

NMEC — BASICS OF COMPUTERS AND OFFICE
AUTOMATION

Time : Three hours Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define digital computers.
2. List all auxiliary storage devise of digital computer.
3. What is booting up?
4. What is desk top?
5. State the menu bar elements of MS Word?
6. What is cut and paste?

7. How do you insert a picture?
8. What is spread sheet?
9. State the applications of power point.
10. How do you add slides to power point – PPT?
- PART B — (5 × 5 = 25 marks)
- Answer ALL questions.
11. (a) Draw a diagram to show the anatomy of digital computer and explain.
- Or
- (b) Explain the functions of all I/P devices.
12. (a) Explain the process of starting up M.S. Office applications.
- Or
- (b) Explain the structure of help menu of MS. Office.
13. (a) Explain
- (i) Creating a text document.
- (ii) Adding a table and adding a picture into a table cell.
- Or
- (b) How do you create a text document to publish a text book in Ms-Word?
14. (a) Give the steps required to create a make statement using MS-Excel.
- Or
- (b) How do you create a bar chart in MS-Excel? Explain
15. (a) Explain the steps required to create a PPT power point for anti regying theme.
- Or
- (b) What is animation? Explain its role in MS-Power point
- PART C — (3 × 10 = 30 marks)
- Answer any THREE questions.
16. Explain the generations of modern computers in detail.
17. Explain the various commands available to start MS-Office applications.