



Avinashilingam Institute for Home Science and Higher Education for Women

Deemed to be University Estd. u/s 3 of UGC Act 1956, Category A by MHRD (now MoE)

Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC

Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment Test I– August 2025

Semester I

Class : I UG
Major: Mathematics

Time: 1 Hr.
Max.Marks: 30

23BMAPA1 - Computer Skills for Mathematics (Theory)

Course Outcomes:

CO1: perform documentation in MS –Word.

CO2: solve problems using functions in Excel.

CO3: create pivot table and chart.

CO4: understand the various menus in MS PowerPoint.

CO5: apply MS –Access to retrieve data.

Part A

6 x 1 =6

Choose the Correct Answer

1. ____ is the shortcut key to save the contents of the currently open word document in MS-Word. CO1K1
a. CTRL+B b. CTRL+S c. CTRL+X d. CTRL+C
2. ____ feature of MS-Word helps to create a list in the document. CO1 K1
a. Word Art b. Bullets and Numbering c. Word wrap d. Scaling
3. A formula in MS-Excel always begins with an ____ CO2 K1
a. Equal sign b. Colon c. Comma d. Space
4. ____ is not a valid data type in MS-Excel. CO2 K1
a. Number b. Character c. Date/Time d. Label
5. Which of the following is used to move an active cell to the first column on the current row? CO3 K1
a. Page up b. Page down c. Home d. CTRL+Home
6. Which term is used to join the selected cells into one cell? CO3 K1
a. Filter b. Wrap c. Pivot d. Merge

Part B

2 x 6 = 12

Answer any two questions

7. Explain the steps involved in creating and saving a document in MS-Word. CO1K2
8. List and explain any three common keyboard operations in MS-Word. CO1K3
9. What are formulas in MS-Excel? Write two examples of formulas. CO2K2
10. Explain data labels and types of charts in MS Excel. CO3K3

Part C

1 x 12 = 12

Answer any one question

11. Discuss the different components of the MS-Word window and explain their functions with a diagram. CO1K3

12. How do you create a chart in Excel? Explain. How you can change the style of the chart. Demonstrate with example. CO2K3

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