



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)  
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Under Section 12B  
Coimbatore - 641 043, Tamil Nadu, India

Bachelor's Degree Examination – November 2024  
I Semester

Class : I UG  
Major : All Majors

Time: 3 Hours  
Max.Marks: 100

23BCSGE1 Computer Fundamentals and Office Automation

Course outcomes:

- CO1: Understand the preparation of letter documentation.
- CO2: Enable to work with formula and graphs.
- CO3: Creating the powerful power point presentation.
- CO4: Understand the database concepts and create queries.
- CO5: Enhance the knowledge about Internet.

Part A

10 x 1 = 10

Choose the Correct Answer

1. Ctrl+N is used to  
a. Save document    b. Open document    c. New document    d. Close document    CO1K1
2. Which is not a essential component to perform a mail merge operation?  
a. main document    b. Data source    c. Merge fields    d. Word fields    CO1K2
3. What is the default extension of Microsoft excel sheet?  
a. .Pdf    b. .pptx    c. .docx    d. .xlsx    CO2K1
4. In Microsoft Excels spreadsheets, columns are designated as  
a. 1, 2, 3, ....    b. A, B, C ....    c. A1, B1, C1, ....d.I, II, III, ....    CO2K1
5. Which of the following is not a type of view in power point?  
a. Slide show    b. Slide sorter    c. Normal    d. None of the above    CO3K1
6. In a presentation of PowerPoint, the special effects used to introduce slides are known as  
a. Custom Animation    b. Transitions    c. Annotations    d. None of the above    CO3K1
7. A Database Management System is a type of \_\_\_\_\_ software.  
a. System software    b. Application software    c. general software    d. both a and b    CO4K1
8. What is information about data called?  
a. Hyper data    b. Tera data    c. Meta data    d. Relations    CO4K1
9. What does FTP stand for?  
a. Folder Text Protocol    b. File Transfer Push  
c. Fixed Terminology Placement    d. File Transfer Protocol    CO5K1
10. What is the full form of internet?  
a. Intercontinental network    b. Interconnected Network  
c. International Network    d. Internal Network    CO5K1

Part – B

5 x 6 = 30

Answer ALL questions

Each answer should not exceed 400 words or two pages

- 11.a. Briefly explain about output devices with an example. CO1K1  
(or)
- 11.b. Explain in brief about working with browsers. CO1K2
- 12.a. Explain in detail about worksheets and working with it. CO2K3  
(or)
- 12.b. Illustrate the steps involved in creating charts. CO2K3
- 13.a. Write a note on Blank presentation with an example. CO3K1  
(or)
- 13.b. Explain resizing and rotating in worksheet. CO3K2
- 14.a. Explain database terminology. CO4K2  
(or)
- 14.b. Elaborate the database relationship and their types. CO4K3
- 15.a. List and explain any five tags used in HTML. CO5K1  
(or)
- 15.b. Write a note on managing email account. CO5K2

Part C

5 x 12 = 60

Answer All questions

Each answer should not exceed 800 words or four pages

- 16.a. Explain in detail about operating system with an example. CO1K2  
(or)
- 16.b. Write a letter inviting your friend to a birthday party using mail merge concept. CO1K5
- 17.a. Present the steps involved in enhancing the worksheet with graphics. CO2K2  
(or)
- 17.b. Explain how to enhance a worksheet with graphics and various word art objects. CO2K3
- 18.a. Discuss on viewing a presentation using various views. CO3K2  
(or)
- 18.b. How do you create a presentation using Auto content Wizard? CO3K4
- 19.a. Discuss in detail about Normalization and its types. CO4K3  
(or)
- 19.b. Design a query to create a table, search and replace records and to sort records. CO4K5
- 20.a. Write on the anatomy of email and how do you add a signature to a email. CO5K3  
(or)
- 20.b. Explain in detail about CO5K5  
i. FTP      ii. HTML      iii. Virus      iv. Telnet

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