



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

Continuous Internal Assessment Test I – August 2025 I SEMESTER

Class : I UG

Time: 2 hours
Maximum Marks: 60

23BCSGE1 Computer Fundamentals and Office Automation

Course Outcomes:

At the end of the course, students will:

1. Understand the preparation of letter documentation.
2. Enable to work with formula and graphs.
3. Creating the powerful power point presentation.
4. Understand the database concepts and create queries.
5. Enhance the knowledge about Internet.

Part-A Choose the correct answer

6x1=6

1. MS word is software of ____
a. Apple
b. Android
c. Google
d. Microsoft
CO1K2
2. Bit is short for:
a. Binary system
b. Digital byte
c. binary unit
d. binary digit
CO1_ K1
3. We organize files by storing them in
a. Archives
b. Folders
c. Files
d. Indexes
CO1K1
4. Selecting text means, selecting?
a. word
b. an entire sentence
c. whole document
d. any of the above
CO1_ K1
5. What is the intersection of a column and a row on a worksheet called?
a. column
b. value
c. cell
d. address
CO2K3
6. To print power point presentation, press
a. Ctrl+ P
b. Ctrl+S
c. Ctrl+Shift+ P
d. Ctrl+A
CO3K2

Part- B Answer ALL Questions Each answer should not exceed 400 words or two pages

3x6=18

7. a. Draw and explain the Block Diagram of a computer
(or)
CO1K2
7. b. How do you organize files and folders in Windows?
CO1K3
8. a. Write short notes on Header and Footer in Microsoft Word.
(or)
CO1K2
8. b. Discuss how to add pictures in worksheet
CO2K2
9. a. Explain how to sort data in worksheet
(or)
CO2K2
9. b. Write short notes on Powerpoint.
CO3K3

Part-C Answer ALL questions Each answer should not exceed 800 words or four pages

3x12=36

10. a. Describe in detail about Input and Output Devices
(or)
CO1K3
10. b. Write a letter to your friends inviting them for your birthday celebration using Mail Merge and write the steps to create mail merge
CO1K2
11. a. Write down the steps to create a class timetable using table in word document
(or)
CO1K1
11. b. Write down the steps to create a chart and explain how to format it in Worksheet
CO2K3
12. a. Explain how to use formula, copying the formula and paste function in Worksheet
(or)
CO2K1
12. b. Write short notes on:
i. Transition effects
ii. Insert picture in a slide
CO3_ K1

No. of Copies: 50

Staff in-charge: Dr.R.Vijayabhanu