



Muniruk.

Avinashilingam Institute for Home Science and Higher Education for Women  
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
Re-accredited with 'A++' Grade by NAAC. Recognized by UGC Under Section 12B  
Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment - I August 2024

I Semester

Class: I UG

Major: Eng, Viscom, Zoology, Psychology, BCBT

Time: 2 hours

Max.Marks:60

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**

6x1 = 6

**Choose the Correct Answer**

1. Which of the following is not a browser? CO1K1  
a. Word Processor      b. Safari      c. Firefox      d. Opera
2. The ability to combine name and address with a standard document is called? CO1K1  
a. Document formatting      b. Database Management      c. Mailmerge      d. Form Letters
3. The first page of the web site is called \_\_\_\_\_ CO2K1  
a. Initial page      b. Mother page      c. Home page      d. First Page
4. In Microsoft Excel spreadsheets, rows are designated as \_\_\_\_\_ CO2K1  
a. 1, 2, 3, ....      b. A, B, C, ....      c. A1, B1, C1, ....      d. I, II, III, ....
5. The file that consist of readymade styles that we can easily use for our presentation is known as \_\_\_\_\_ CO3K1  
a. Preformatting      b. Template      c. Wizard      d. AutoStyle
6. What is the default extension for the powerpoint presentation ? CO3K1  
a. .pdf      b. .pptx      c. .docx      d. .xlsx

**Part- B**

3x6=18

**Answer ALL Questions**

**Each answer should not exceed 400 words or two pages**

7. a. Briefly explain about input and output devices. CO1K1  
(or)
7. b. Delineate the basic elements of windows with a neat diagram. CO1K3
8. a. Explain the syntax of a simple addition formula in Excel. CO1K3  
(or)
8. b. Describe how to insert a ClipArt image into an Excel worksheet. CO2K2
9. a. Expound PowerPoint in detail. CO3K2  
(or)
9. b. Define blank presentation. CO3K1

**Part-C**

**3x12=36**

**Answer ALL questions**

**Each answer should not exceed 800 words or four pages**

10. a. What is a browser and how do they work? CO1K1  
(or)
10. b. What is the concept of mail merge in word processing? Explain in detail. CO1K1
11. a. Discuss the importance of charts in data visualization with examples. CO2K2  
(or)
11. b. Discuss the various types of AutoShapes in Excel and their applications. CO2K2
12. a. Explain the steps involved in creating a presentation. CO3K1  
(or)
12. b. Elaborate the steps involved in adding the shadow and 3D effects in the worksheet. CO3 K2

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**Campus-I- 30**

**Campus-II- 35**