

**D-7090**

**Sub. Code**

**22311**

DISTANCE EDUCATION

CERTIFICATE COURSE IN COMPUTER FUNDAMENTALS  
EXAMINATION, DECEMBER 2020.

COMPUTER FUNDAMENTALS

(CBCS 2020-21 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is a CPU?
2. What is Data and Information?
3. What is the use of Joystick?
4. Define Touch screen.
5. Write any Two Benefits of Virtual memory.
6. Define memory.
7. Define buffers.
8. What is the function of a magnetic tape?
9. Define Software.
10. How do you merge cells in a table?

PART B — (5 × 5 = 25 marks)

Answer ALL questions, Choosing either (a) or (b).

11. (a) Describe various characteristics of Computers.

Or

- (b) Write a note on Computer.

12. (a) Write a note on keyboards with example.

Or

- (b) Discuss the concept of scanners.

13. (a) Write a note on Ink-jet Printers.

Or

- (b) Explain the concepts of RAM.

14. (a) Discuss the concepts of Secondary Storage.

Or

- (b) Explain about USB Flash Drive.

15. (a) List and explain five types of Applications Software.

Or

- (b) Write a note on Communication Software.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. (a) List and explain various types of Computers.

- (b) List and explain any five types of Applications of Computer.

17. Discuss various Output Devices in detail.

18. (a) Write a note on ROM  
(b) Explain various Types of ROM..
  19. Explain:
    - (a) Hard Disks
    - (b) Optical Disks.
  20. Elucidate the concept of Operating Systems and its function.
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**DISTANCE EDUCATION**  
**Certificate Programme in Computer Fundamentals**  
**DEC – 2020 Examinations**  
**(CBCS-2020-21 Academic year onwards)**  
**22312- Digital Logic Fundamentals**

Time : Three hours

Maximum : 75 marks

**Part- A (10X2=20 marks)****Answer all the questions.**

1. What is digital computer?
2. Specify any two applications of Octal Number System
3. List any two Boolean algebra functions.
4. Simplify  $Y=A+AB+ABC+ABCD$
5. How do you create the groups in K-Map?
6. What is SOP?
7. Draw the logical diagram of Full Adder.
8. Write the uses of Demultiplexer.
9. What is Shift Register?
10. List out the various Binary Codes.

**Part B (5 x 5 = 25)****Answer all the questions choosing either (a) or (b)**

11. a) Convert the following decimal numbers into binary and octal:  
 (i) 854 (ii) 32  
 (OR)  
 b) Write the various Numeric and Character Codes.
12. a) List and explain the DeMorgan's theorems.  
 (OR)  
 b) Simplify the following:  $Y=(AB+AC)' + A'B'C$
13. a) Simplify the BOOLEAN expression using K-map :  $F = A'C + A'B + AB'C + BC$   
 (OR)  
 b) Write the functions of Multiplexer and Demultiplexer with a neat diagram.
14. a) Draw and explain the functionalities of BCD Counters.  
 (OR)  
 b) Describe the logical design of RS flip flop.
15. a) How to represent signed and unsigned numbers? Explain.  
 (OR)  
 b) Write a short note on Error detection codes.

**Part C (3 x 10 = 30)****Answer any three questions**

16. Convert the following decimal numbers into binary, octal and hexadecimal  
 (i) 250 (ii) 355 (iii) 450
17. Simplify using K-Map  $Y = \sum m(0,5,8,10,13,14,15) + \sum d(11,12)$ . Implement the result with logical circuit.
18. State and elaborate the concepts of Combinational Circuits with two examples.
19. Give a brief account on various types of Flip-Flops.
20. Discuss how to represent the floating point numbers with examples.

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22313

**DISTANCE EDUCATION**  
**Certificate Programme in Computer Fundamentals**  
**DEC 2020 - Examinations**  
**(CBCS-2020-21 Academic year onwards)**  
**22313- Application Programs**

Time : Three hours

Maximum : 75 marks

**Part- A (10X2=20 marks)**

**Answer all the questions.**

1. How can you insert Header and footer in word document?
2. Define Macros.
3. Define worksheet.
4. What are the differences between copy and move in Excel?
5. How do save presentation as a web page?
6. How can you insert sounds in presentation?
7. How do you resize the rows and columns in Access?
8. Define primary key.
9. What is table in Access?
10. Define Form and sub forms.

**Part-B**

**(5X5=25 marks)**

**Answer all the questions Choosing either (a) or (b)**

- 11 a) What are the various options available of Table menu in MS-WORD? Explain it.  
OR  
b) How will you save an existing document with a new name?
- 12 a) How do you insert a row and a column into an Excel?  
OR  
b) Describe the procedure to add different charts in Excel.
- 13 a) How to prepare a PowerPoint presentation? Explain with suitable diagrams.  
OR  
b) Discuss the various views available in MS-PowerPoint.
- 14 a) List out the various forms available in MS-Access.  
OR  
b) How do you create a new databases in Access and insert 5 records in it?

15 a) Write a brief note on auto filling functions in excel.

OR

b) Write the steps to finding the data in a table.

**Part-C**

**(3X10 =30 marks)**

**Answer any three Questions.**

16. Describe the procedure to perform mail merge in Word.

17. How will you format a cell? Explain it in detail.

18. Prepare a presentation that contains course details of your college.

19. Explain the procedure of creating reports in MS-Access.

20. Enumerate with an example for import, export and linking forms with another forms.

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