

D-7124

Sub. Code

22711

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION

EXAMINATION - MAY 2021

COMPUTER FUNDAMENTALS

(CBCS 2021 Calendar Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. List the characteristics of computer.
2. What is the purpose of barcode? Give example.
3. What is buffer?
4. List the basic types of memory?
5. Find the 2's complement of 1010010.
6. Convert the binary number 110011101000 to Hexadecimal Number.
7. What are translators? Give example.

8. Define Algorithm.
9. Name any two operating system.
10. Define Entity. Give example.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the anatomy of computer with neat block diagram.

Or

- (b) What are the various applications of computer. Explain.

12. (a) Briefly explain about various primary memory.

Or

- (b) Write short note on USB Flash Drive.

13. (a) Subtract $84_{16} - 2A_{16}$ using 2's complement method.

Or

- (b) State and prove DeMorgan's theorem.

14. (a) Briefly explain about Linux operation system.

Or

- (b) What is flow chart? What are its symbols? Draw a sample flowchart.

15. (a) Discuss about relationships and its types in DBMS.

Or

- (b) What are the advantages and disadvantages of Database Management System (DBMS)?

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions

16. Discuss in detail about the function of various types of output devices with diagram.
17. Elucidate about function of any two secondary storage devices with diagram.
18. Explain the laws and rules of Boolean algebra with suitable example.
19. Explain about various types of database models with neat diagram.
20. Discuss in detail about various functions of Microsoft Windows operating system.
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D-7125

Sub. Code

22712

DISTANCE EDUCATION
CERTIFICATE PROGRAM IN OFFICE AUTOMATION

EXAMINATION - MAY 2021

PRINCIPLES OF INFORMATION TECHNOLOGY
(CBCS 2021 Calendar Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What are the five components that make up an information system?
2. Differentiate between system software and Application software.
3. Write Short notes on Bandwidth.
4. What is Computer Networks?
5. Mention the use of Protocols in Internet.
6. Define web pages and Websites.
7. List the two practical uses of communications and Connectivity.
8. What is Internet?
9. Write short notes on Cyber Laws.
10. Define Information Technology Legislation.

PART B — (5 × 5 = 25 marks)

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

11. (a) What is Computer Memory? Explain the functions of different types of memory.

Or

- (b) Enlighten the application of IT in Education and Training.

12. (a) Explain the types of Computer networks.

Or

- (b) Differentiate Intranet and Extranet.

13. (a) What are the ways to Connect the Internet. Discuss.

Or

- (b) Explicate Internet search engines. Explain what are the leading web browsers people use around the world.

14. (a) Write short note on:

- (i) Video/Voice Communication
- (ii) Video Conferencing and Picture Phones
- (iii) Online Information Services

Or

- (b) What are the shared resources available in Internet? Explain briefly.

15. (a) Illustrate the Software and Hardware requirements for E-Governance

Or

- (b) Explain the nature and scope of Cyber Laws.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions

16. Discuss in briefly the Applications of IT in Communication and Business.
 17. What is meant by topology? Illustrate the different topologies.
 18. What do you understand by Internet? Discuss briefly about FTP, E-mail, WWW and Internet chatting.
 19. Discuss how working with Tablets and Smart phones using UC browser, Whatsapp, Skype. Explain its merits and demerits.
 20. Explain why we need E-Governance, E-Assistance, E-Democracy.
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D-7126

Sub. Code

22713

DISTANCE EDUCATION
CERTIFICATE PROGRAM IN OFFICE AUTOMATION
EXAMINATION - MAY 2021

OFFICE AUTOMATION

(CBCS – 2021 Academic Year onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Write the features of MS WORD.
2. What is a Header and Footer?
3. Define Cell.
4. Write any two mathematical functions in excel.
5. What are the views available in Power Point?
6. Define handout.
7. What are the parts of Access Window?
8. What is the use of forms in Access?

9. How to displaying or hiding toolbars in Open Office Writer?
10. How to save a presentation in Open Office Impress?

PART B — (5 × 5 = 25 marks)

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

11. (a) Write down the text editing feature available in MS Word.

Or

- (b) Explain about Spelling, Grammar check and Auto Correct feature in MS Word.
12. (a) Explain the steps to enter and edit formula in MS Excel.

Or

- (b) How to create a line graph in MS Excel. Explain with diagram
13. (a) Write down the steps to copy and delete a slide from the power point presentation.

Or

- (b) Write short notes on Visual elements in MS Power point.
14. (a) Explain the steps to add, remove and resize columns and rows in a table using table wizard in MS Access

Or

- (b) How will you create reports in using wizard in MS Access.

15. (a) Discuss the various options to Formatting documents in Open Office Writer.

Or

- (b) How to Create and print Charts in Open Office Calc.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Define List and explain the various types of bullets and lists available in MS Word.
17. Explain the cell formatting features available in MS Excel.
18. How to create and publish a web presentation? Explain.
19. Explain the steps to create a Table and write a query to retrieve data from the table.
20. How to create a form in Open Office Base. Explain.