

D-7022

Sub. Code

22711

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2022.

COMPUTER FUNDAMENTALS

(CBCS 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is Scanner?
2. List out various applications of computers.
3. Define Main Memory.
4. What is USB Flash Drive?
5. Comment on Utility Program.
6. What is meant by 2's Complement?.
7. Define Algorithm.
8. Comment on GUI.
9. What is Database?
10. Give a note on SQL.

PART B — (5 × 5 = 25 marks)

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

11. (a) Give a short note on Input Devices.

Or

- (b) Explain various types of Printers.

12. (a) Differentiate RAM and ROM.

Or

- (b) Write a short note on Virtual Memory.

13. (a) Briefly explain about Boolean Algebra.

Or

- (b) Explain about Assembly Language.

14. (a) Explain about Functions of OS.

Or

- (b) Briefly explain about System Calls and System Programs.

15. (a) Write a note on Entity and Relationships.

Or

- (b) Explain about Outer Joins.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the following:

- (a) Anatomy of computers
(b) Characteristics of computers.

17. Explain various types of ROMs in detail.
 18. Illustrate on Demorgan's Theorems.
 19. Discuss about Windows Operating Systems.
 20. Explain Database system applications.
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D-7023

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22712

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2022.

PRINCIPLES OF INFORMATION TECHNOLOGY

(CBCS 2021 Calender Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is Software?
2. Comment on Global Positioning Systems.
3. Define Computer Networks.
4. Comment on Firewalls.
5. What is Usenet Newsgroup?
6. Define MAN.
7. Comment on Intranet.
8. What is Smart Phones?
9. Give a note on Cyber Crimes.
10. What is E-Democracy?

PART B — (5 × 5 = 25 marks)

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

11. (a) Describe about IT in Education.

Or

- (b) Explain various types of Networks.

12. (a) Differentiate Analog and Digital Signals.

Or

- (b) Write a note on LAN.

13. (a) Briefly explain about World Wide Web.

Or

- (b) Explain about Shared Resources.

14. (a) Explain about Electronic Data Interchange.

Or

- (b) Give a short note on Mobile Office Devices.

15. (a) List out the nature and scope of cyber laws.

Or

- (b) What is the uses of E-Governance?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Illustrate on IT in Business and Industry.

17. Explain about Network Topology and its types.

18. Discuss the following:
 - (a) Internet Address
 - (b) Domain Name System.
 19. Explain about Information Technology Act.
 20. Discuss about E-Governance Implementation.
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D-7024

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22713

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2022

OFFICE AUTOMATION

(CBCS 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define word processing
2. Define Macros.
3. What is a spreadsheet?
4. What is row? How its height can be changed?
5. Use Sort option for the following table in MS-Excel and give the result.

Names	Subjects	Score	Pass/Fail
A	Commerce	250	Pass
B	Science	300	Pass
C	Physics	450	Fail
D	Chemistry	350	Fail
E	Zoology	500	Fail

6. List any four names of chart in MS-Excel.
7. What is a presentation?
8. What are design Templates in MS PowerPoint?
9. What is a super key? How is it different from a candidate key?
10. What is the way to link the explicit data into Access database?

PART B — (5 × 5 = 25 marks)

Answer **all** questions, choosing either (a) or (b).

11. (a) Write the features and usage of MS-WORD.

Or

- (b) Design display board and Logo by using Word Art and print it

12. (a) What is Microsoft Excel? How many data formats are available in Excel? Name some of them.

Or

- (b) Explain the difference between SUBSTITUTE and REPLACE function in MS-Excel?

13. (a) Explain in detail any three types of function of MS-Excel.

Or

- (b) Enter salaries of 5 employees. Represent Employee name on X-axis and Salary on Y-axis
14. (a) How to insert a picture from clip art gallery in your slide and change background to blue and give various slide transitions available. Give steps.

Or

- (b) Write the steps in creating three slides of any organization and different animate and make automatic display after 2 seconds
15. (a) Explain How will you create tabular report in MS-Access?

Or

- (b) What is Query? What are the different options in creating a query?

PART C — (3 × 10 = 30 marks)

Answer any THREE Questions.

Each Question Carry EQUAL Marks.

16. Create an interview call letter as the main document and create 5 records for 5 persons using MS-Word. Use mail merge to create letters for 3 selected persons among the 5.

17. Create the worksheet shown below.

	A	B	C	D	E	F
1	Panda EST					
2	Monthly Sales Report-July					
3						
4	Emp No	Name	Salary	Sales Amount	Commission	Total Salary
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12	Totals		?	?	?	?
13	Average		?	?	?	?
14	Highest		?	?	?	?
15	Lowest		?	?	?	?
16	Count		?	?	?	?

- (a) Set the column widths as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14. (2)
- (b) Enter the formula to find COMMISSION for the first employee. The commission rate is 2% of sales, $COMMISSION = SALES * 2\%$ Copy the formula to the remaining employees. (2)

- (c) Enter the formula to find TOTAL SALARY for the first employee where: $TOTAL\ SALARY = SALARY + COMMISSION$ Copy the formula to the remaining employees. (2)
- (d) Enter formula to find TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT values. Copy the formula to each column. (2)
- (e) Format numeric data to include commas and two decimal places. (2)

18. Reproduce the following data in the MS-Excel Sheet with Centre Alignment, Bold, Grid line, outside border and perform the calculation using formula in MS — Excel Sheet by using “Calibri” as the font type and font size of “12 point” for both “Column Headings” as well as “Text/Table

Mobile bill	P	Q	Total (P+Q)	Average (P+Q)	Difference (Q-P)
Son	1456.52	1658.58			
Daughter	1578.69	1657.58			
Mother	1654.48	1745.89			
Father	1305.26	1532.58			

- (a) Reproduce the heading of each of the column as mentioned above, All the heading should be in “**Bold**” form. (2)
- (b) Calculate the Total of P and Q using the formula in the desired cell upto two decimal places. (2)
- (c) Calculate the Average of P and Q using the formula in desired the cell upto two decimal places. (2)
- (d) Calculate the Difference (Q — P) using the formula in the desired cell upto two decimal places. (2)
- (e) Insert chart for the above table to show the bill of all (2)

19. Discuss the types of forms with examples. And explain different adding and deleting controls.
 20. Describe the process of creating report through wizard in MS-Access.
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