

D-5022

Sub. Code

22711

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION,
MAY 2022.

OFFICE AUTOMATION

COMPUTER FUNDAMENTALS

(CBCS 2020 – 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — ($10 \times 2 = 20$ marks)

Answer ALL the questions

1. Define the term 'Computer'.
2. What is mean by Non-impact printer?
3. What volatile memory with example.
4. Define flash memory.
5. How do you find the base of a number system?
6. What is mean by Boolean algebra?
7. Comment on high level language.
8. What is an algorithm?
9. Write about character user interface.
10. Define Null value.

PART B — ($5 \times 5 = 25$ marks)

Answer ALL the questions

11. (a) Explain different types of computer.

Or

- (b) Write a short note on Bar code.

12. (a) Write about cache memory.

Or

- (b) Explain binary arithmetic with an example.

13. (a) Convert $(101101.1101)_2$ to decimal and hexadecimal form.

Or

- (b) Explain one's and two's complement with an example.

14. (a) Illustrate the concept of machine language.

Or

- (b) Discuss the various symbols of flowchart.

15. (a) Write the structure of operating system.

Or

- (b) List and explain the applications of data base system.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions

16. Demonstrate the basic anatomy of a computer.
 17. Explain in detail about secondary storage devices.
 18. State the De-Morgan's theorems and mention its uses.
 19. Discuss about various functions of operating system.
 20. List and explain the advantages and disadvantages of database management system.
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D-5023

Sub. Code

22712

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, MAY 2022.

OFFICE AUTOMATION

PRINCIPLES OF INFORMATION TECHNOLOGY

(CBCS 2020 – 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions

1. What is an information system?
2. Define computer network.
3. Comment on topology.
4. List the disadvantages of star topology.
5. List any two search engines.
6. What is mean by IP address?
7. Mention the importance of communication technology.
8. What is the need of E-governance?
9. Comment on E-democracy
10. Which one is called medium enterprise?

PART B — ($5 \times 5 = 25$ marks)

Answer ALL the questions

11. (a) Explain the role of information technology in business.

Or

- (b) Write a short note on software.

12. (a) Illustrate the concept of firewalls.

Or

- (b) Compare internet and intranet.

13. (a) Summarize the concept of web browser.

Or

- (b) Explain about World wide web.

14. (a) Is the video conferencing is important? Justify your answer.

Or

- (b) Explain the following: (i) Skype (ii) Tablet.

15. (a) Explain the major needs for cyber law.

Or

- (b) Write about Digital signature.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions

16. Illustrate the concept of global positioning system.
17. Explain the different types of network.

18. Discuss about MODEM and communication software role in information technology.
 19. Describe the nature and scope of the cyber law.
 20. Explain the software and hardware requirements for E-governance implementation.
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DISTANCE EDUCATION

CERTIFICATE PROGRAM IN OFFICE AUTOMATION
EXAMINATION, MAY 2022.

OFFICE AUTOMATION

(CBCS 2020 – 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions

1. How can you replace a text in word document?
2. State the use of 'Redo' command.
3. What is Spreadsheet?
4. What do you mean by a workbook in MS Excel?
5. What is blank presentation?
6. Define template.
7. What is database?
8. Comment on open office writer.
9. List any four database name.
10. What is the role of pivot table?

PART B — ($5 \times 5 = 25$ marks)

Answer ALL the questions

11. (a) Explain the steps to insert Footer and Header in word document.

Or

- (b) Write about hyperlink with an example.

12. (a) Explain the methods of preparing a chart in MS-Excel.

Or

- (b) List out the mathematical functions available in Excel.

13. (a) How to create a custom slide show? Explain.

Or

- (b) Explain video and audio effects in MS-Power point.

14. (a) How to create a form using Wizard? Explain.

Or

- (b) Write a brief note on reports in MS-Access.

15. (a) Discuss about insert functions and formulas.

Or

- (b) Write a note on master templates in Open office impress.

PART C — ($3 \times 10 = 30$ marks)

Answer any THREE questions

16. Discuss about working with text with an example.
 17. Describe the concept of formatting and conditional formatting in MS-Excel.
 18. Explain the functions of slide show view in power point.
 19. How to add, delete and edit the records in MS-Access? Explain.
 20. Write a brief note on Open office impress.
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