D–1709

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2023.

COMPUTER FUNDAMENTALS

(CBCS 2020 – 2021 Calendar Year Onwards)

Time : Three hours　　　　　　　　Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1.　Write any two applications of computer.

2.　What is mean by Iampact printer?

3.　Define the term *'buffer'*.

4.　What is Non-volatile memory with an example?

5.　What is mean by combinatorial circuit?

6.　Write the associative law.

7.　Mention the needs of translator.

8.　Define Utility program.

9.　Write about Graphical User Interface.

10.　List the logical operations.

SECTION B — (5 × 5 = 25 marks)

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

11. (a)   Discuss about various characteristics of computer.

Or

(b)   Write a short note on speech recognition.

12. (a)   Write about virtual memory.

Or

(b)   Explain about data independence.

13. (a)   Convert the given decimal number to binary equivalent.

(i)   108.364

(ii) 268.025.

Or

(b)   Explain 9's and 10's complement with an example.

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

Or

(b)   Compare interpreter and compiler.

15. (a)   Summarize the concept of Linux operating system.

Or

(b)   Explain about relationship types.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss about input and output devices.

17. Explain in detail about primary memory.

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18. Simplify the following Boolean expression into one literal
$w'x\left(z' + yz\right) + x\left(w + y'z\right)$.

19. Discuss about various types of operating system.

20. Explain different types of aggregate operation.

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DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION EXAMINATION, DECEMBER 2023.

PRINCIPLES OF INFORMATION TECHNOLOGY

(CBCS 2021 Calendar Year Onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1.   What is Information Systems?

2.   Define Data.

3.   What is Internet?

4.   Comment on Web Browser.

5.   What is meant by WWW?

6.   Comment on Tablet.

7.   Define Digital Signature.

8.   What is Online Citizen Services?

9.   Give a note on Web Portal.

10.   Give a short note on IT in Home.

PART B — (5 × 5 = 25 marks)

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

11. (a) Define Firewalls.

Or

(b) Write a note on Intranet.

12. (a) Briefly explain about URL.

Or

(b) Explain about Domain Name Systems.

13. (a) Explain about Electronic Data Interchange.

Or

(b) Briefly explain about E-Governance.

14. (a) Write a note on Cyber Laws.

Or

(b) Explain about E-Assistance

15. (a) Explain about E-Administration to implement.

Or

(b) What are the Hardware and softwares required E-Governance services?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain about IT in Science, Engineering and Mathematics.

17. Discuss various types of Networks.

18. Explain about Internet Search Engines and Email Communication.

19. Illustrate on Electronic Gadgets.

20. Discuss about E-governance in Public Utilities.

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		22713

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CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2023.

OFFICE AUTOMATION

(CBCS 2021 Calendar Year Onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions.

1.   What are the options available for creating numbered list?

2.   Mention the use of thesaurus feature in Word.

3.   Write the menu used to sort data in a worksheet.

4.   What is Formula? How it is created in Excel?

5.   Can a PowerPoint be protected? State how?

6.   What is hyperlink slides in PowerPoint?

7.   Define Primary Key.

8.   What is an Auto Report?

9.   Name any four text formatting icons.

10. What is static report?

PART B — (5 × 5 = 25 marks)

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

11. (a) Consider a document having five pages. Implement the formatting options in the word document.

Or

(b) Explain the difference between Header and Footers in a word document. Also say how to add footnotes and endnotes.

12. (a) Describe the different editing options available in worksheets.

Or

(b) Explain how can you create and execute a macro in excel.

13. (a) How do you merge text and shapes in PowerPoint and also explain the order of placing shapes and images in a slide?

Or

(b) Discuss in detail various views available in PowerPoint.

14. (a) Explain the Importance of MS Access and write about the limitations of using MS-Access.

Or

(b) What is Report? How can you create Report in MS Access?

15. (a) State and explain on the three facts about OpenOffice Writer.

Or

(b) Explain about the datatypes used in OpenOffice Base.

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PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What is a table? How the following operations can be performed in Tables in MS-Word :

    (a) Editing text in labels

    (b) Adding a row

    (c) Deleting a row

    (d) Increasing row height

    (e) Changing cell width

17. Illustrate the concept of inserting chart in Excel with an example.

18. Describe about slide transition and custom animation with example in MS PowerPoint.

19. Explain about creating a report tool by using the report tool and report wizard.

20. (a) State and mention the purpose of the following views

        (i) Normal

        (ii) Outline

        (iii) Slide Sorter

        (iv) Slide Show

        (v) Handout page

    (b) Write down the steps to creating reports in OpenOffice Base.

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