DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, MAY – 2023

COMPUTER FUNDAMENTALS

(CBCS – 2021 Calender year onwards)

Time : Three Hours   Maximum : 75 Marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Define Computer.

2. Comment on Laser Printer.

3. Define RAM.

4. What is meant by Memory?

5. Define Number Systems.

6. Comment on Binary Arithmetic.

7. What is System Programs?

8. Comment on Task Bar.

9. Define Attributes.

10. Comment on Outer Join.

PART B— (5 × 5 = 25 marks)

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

11. (a) Explain various types of Computers.

Or

(b) Write a note on Output Devices.

12. (a) Explain various types of ROMs.

Or

(b) Write a short note on Cache Memory.

13. (a) Briefly explain about High Level Language.

Or

(b) How to convert from one Base to another base?

14. (a) Briefly explain about Assembler.

Or

(b) Explain various types of Operating Systems.

15. (a) Write a note on Windows Desktop functions.

Or

(b) Explain the Form Basic SQL Query.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss various input devices in detail.

17. Illustrate on Secondary Storage in detail.

18. Explain various types of Number System with example.

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19. Discuss about Linux Os.

20. Define DBMS. List out the advantages and disadvantage of DBMS.

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DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, MAY 2023.

PRINCIPLES OF INFORMATION TECHNOLOGY

(CBCS 2020-2021 Calender Year Onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions

1.   How information is differing from Data?

2.   What is an Internet?

3.   Define the term 'firewall'

4.   Comment on MAN.

5.   List any two browsers.

6.   What is meant by E-mail?

7.   Mention the advantages of video communication.

8.   Why telephone communication is important?

9.   Comment on E-Assistance.

10.   What is meant by web portal?

PART B — (5× 5= 25 marks)

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

11. (a) Write a short note on information system.

Or

(b) Explain the role of information technology in home.

12. (a) Examine the concept of Local Area Network.

Or

(b) Summarize the concept of Personal Area Network.

13. (a) Discuss about Uniform Resource Locator.

Or

(b) Explain about Domain Name System.

14. (a) Write about Electronic Data Interchange.

Or

(b) Explain the following

(i) UC browser

(ii) Whatsapp

15. (a) Write any three cyber crimes and their punishments.

Or

(b) Write about E-Governance.

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PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Illustrate the concept of Information technology in entertainment.

17. Explain about topology and its types.

18. Demonstrate the search engine role in Internet.

19. Summarize the concept of regulation of certifying authorities.

20. Write a brief note on E-Administration.

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DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, MAY 2023.

OFFICE AUTOMATION

(CBCS 2020 – 21 Calendar Year Onwards)

Time : Three hours   Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL the questions

1.   How to open an existing documents in MS-Word?

2.   Differentiate 'Save' and 'Save as' command.

3.   Define Macros.

4.   How to resize the Row?

5.   How can you add a new slide in a presentation?

6.   List the text box properties.

7.   How to create a table?

8.   Comment on Pivot table.

9.   How to create a new database in Open Office Base?

10. Define Workbook.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the steps involved in creating and editing a word document.

Or

(b) Explain the process of mail merge in MS-Word.

12. (a) Discuss about formula and formula bar in MS-Excel.

Or

(b) Write about date and time function with an example.

13. (a) Explain audio and video effects in MS Power Point.

Or

(b) Write about color schemes in MS Power Point.

14. (a) How to create a form in Design View? Explain.

Or

(b) Explain about drag and drop methods.

15. (a) How to create and save the presentation in Open Office Impress? Explain.

Or

(b) Explain about working with forms in Open Office Base.

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PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss about table manipulation in MS-Word.

17. How to combine Excel data and chat with Word document? Explain.

18. How to create and edit Power Point Presentation? Explain.

19. Explain about various operation with records in MS-Access.

20. How to create a report in Open Office Base? and explain the various types of reports.

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