

D-6009

Sub. Code

22711

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2024.

COMPUTER FUNDAMENTALS

(CBCS 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — ($10 \times 2 = 20$ marks)

Answer ALL the questions.

1. List few devices which are commonly used for input and output operations.
2. Briefly explain the components of laser printer.
3. Explain the concept of cache memory.
4. Define virtual memory and its significance in computer systems.
5. What are complements in number systems, and how are they used?
6. Define binary, octal, decimal and hexadecimal number systems.
7. Differentiate between a compiler and an interpreter in terms of their working mechanisms.
8. What is the significance of utility programs in the realm of program language translation?

9. Explicate the concept of desktop GUI in the context of windows operating systems.
10. What is system calls in an operating system? Offer an exemplification.

SECTION B — ($5 \times 5 = 25$ marks)

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

11. (a) Describe the process of inputting graphics into a computer using scanning devices. Provide an example of a situation where this process is commonly utilized.

Or

- (b) Discuss the significance of barcodes in modern computing systems, including their functions and applications in various industries.
12. (a) Explain the working principle of optical disks and their advantages over other types of secondary storage devices.

Or

- (b) Compare and contrast the characteristics of magnetic tapes and external hard disks as secondary storage media.
13. (a) Discuss the fundamental concepts of Boolean algebra and its relevance in digital systems.

Or

- (b) Compare and contrast the binary, octal, decimal and hexadecimal number systems, highlighting their advantages and disadvantages.

14. (a) Explain the process of compilation in detail, highlighting its steps and the output it produces.

Or

- (b) How does an interpreter execute a program? Compare and contrast the execution process of an interpreter with that of a compiler.
15. (a) Contrast the desktop GUI features of Windows and Linux operating systems.

Or

- (b) Elaborate on the role of system programs in an operating system, citing examples to illustrate their functions.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Analyse the characteristics of computers that distinguish them from other electronic devices. Discuss how these characteristics influence their applications and functionalities in different domains.
17. Discuss the significance of cache memory in enhancing the performance of modern computer systems. Provide examples of scenarios where cache memory plays a crucial role.
18. Analyse the design and operation of combinational circuits, emphasizing their role in digital electronics.

19. Define algorithms and their significance in programme development. Provide a detailed example illustrating the translation of algorithms into machine language during the process of program language translation.
 20. Examine the diverse operating system services provided to users and applications, with a particular emphasis on their impact on system performance and usability.
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D-6010

Sub. Code

22712

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2024.

PRINCIPLES OF INFORMATION TECHNOLOGY

(CBCS 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — ($10 \times 2 = 20$ marks)

Answer ALL the questions.

1. Compare hardware with software. Give an example.
2. What is the role of information technology in entertainment and arts?
3. What is computer network? List out its advantages.
4. Define firewalls.
5. What are called analog and digital signals? Draw its representation.
6. What is web browser? Give an example.
7. What are the practical uses of communications and connectivity?
8. Write the importance of workgroup computing.
9. List out the salient features of the Information Technology Act, 2000.
10. What is E-administration?

SECTION B — ($5 \times 5 = 25$ marks)

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

11. (a) Discuss the importance of information systems in detail.

Or

- (b) Explain the role of information technology in Science, engineering and math.

12. (a) Differentiate between internet and intranet and provide a practical scenario for each.

Or

- (b) Discuss the architecture of ring and star topologies.

13. (a) Explain the different elements of digital communication in detail.

Or

- (b) Write a short note on electronic mail (E-mail).

14. (a) Discuss the telephone related communication services.

Or

- (b) Write a short note on shared resources.

15. (a) Explain the importance of digital signature.

Or

- (b) Discuss the importance of E-democracy.

SECTION C — ($3 \times 10 = 30$ marks)

Answer any THREE questions.

16. Explain the working of Global Positioning System (GPS) in detail.
 17. Provide an detailed explanation of different types of computer network.
 18. Write a short note on the following
 - (a) Domain name system (DNS). (4)
 - (b) Chatting and conferencing on the internet. (6)
 19. Discuss the benefits offered by diverse electronic gadgets beyond computers.
 20. Explain the software and hardware prerequisites essential for implementing E-Governance.
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D-6011

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22713

DISTANCE EDUCATION

CERTIFICATE PROGRAM IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2024.

OFFICE AUTOMATION

(CBCS 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL the questions.

1. Mention the three types of text styles in MS word.
2. What are the steps for copying content in MS word?
3. What purpose CTRL + I command is used in MS Excel?
4. List out the various file extensions of Excel.
5. What is the value of the following MSEXCEL formula SUMSQ (1, 2, 3, 4).
6. How to apply a design template to your presentation?
7. What is clip art in MS PowerPoint?
8. How to add a new record to a table in MS Access?
9. List the types of reports in open office base.
10. What is importing data in MS Access?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) Explain about auto correct, spelling and grammar option in MS word.

Or

- (b) Expound on Mail Merge.

12. (a) Write a short note on sorting and filling in MS Excel.

Or

- (b) The following worksheet contains names and sale for 5 salesmen. Calculate their bonus as per the following in MS Excel. Explain.

Sale	Bonus
<30,000	0
30,000 to 40,000	3,000
40,001 to 50,000	4,000
50,001 to 60,000	5,000
60,001 to 70,000	6,000
Above 70,000	7,000

	A	B	C
	Name	Sale	Bonus
1	Deep	33,000	
2	Yash	45,000	
3	Gita	56,000	
4	Kavitha	62,000	
5	Minal	23,000	

13. (a) How to create a new presentation using template? Explain.

Or

- (b) Explain how to hide and reorder slides.

14. (a) How to create a table in design view?

Or

(b) Write the steps to create mail merge using open office writer.

15. (a) How to use functions and formulas in Open Office Calc?

Or

(b) Discuss on Slide transition in open office impress.

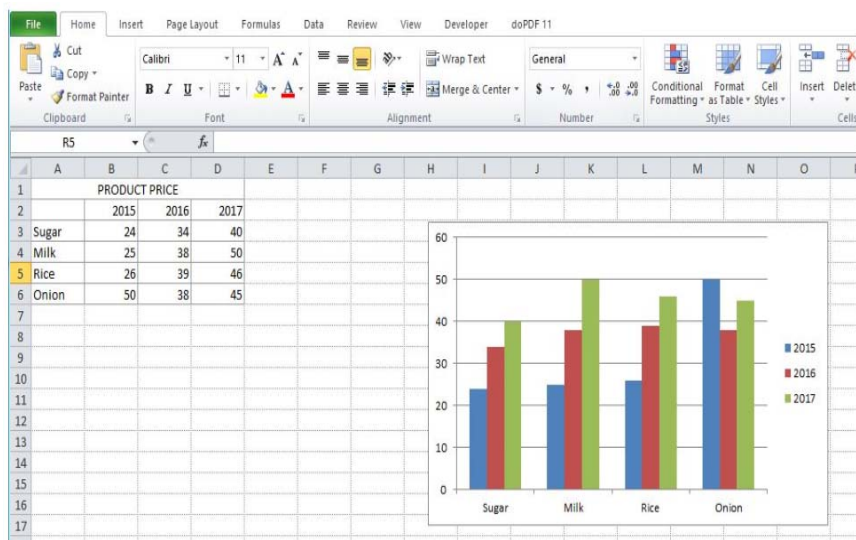
SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What are illustrations in MS word? Explain how to insert the following in a document.

- (a) Pictures
- (b) Shapes
- (c) Smart Art
- (d) A chart
- (e) ClipArt.

17. Expound on formulas and functions in MS Excel. Also explain how to create a chart and show the product price comparison between 2015, 2016 and 2017.



18. Discuss the following
- Video and audio effects in PowerPoint presentation
 - Adding an image from a file in PowerPoint presentation
19. What is spreadsheet? How to create a workbook? Also explain the following. The worksheet contains customer number, number of units consumed for 5 customers. How to calculate their bill amount as per the following in MS Excel?

Number of units	Rate
<200	Rs. 3
>=200, <500	Rs. 6
>=500	Rs. 10

	A	B	C	D
	Cust. No	No. of units	Rate	Bill amount
1	1101	340		
2	1102	180		
3	1103	400		
4	1104	600		
5	1105	470		

20. How to create a presentation in Open Office Impress?
How to link with MS Power Point Slides.
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