

D-4009

Sub. Code

22711

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, MAY 2024.

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 the primary function of an OCR (Optical Character Recognition) device?
2. Define the terms “CRT”, “LCD” and “LED” in the context of computer screens.
3. Define RAM and ROM briefly.
4. What are the main types of ROMs used in computing?
5. Explain the process of converting a binary number (110101101) to an octal number.
6. Briefly discuss the concept of binary arithmetic, solve $1011 + 1101$ and 1011×10 .
7. Define the term ‘Assembler’ and briefly explain its function in the context of program language translation.

8. Explain the difference between machine language and assembly language.
9. Define an operating system and briefly elucidate its functions.
10. Elucidate the distinction between system programs and application programs.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss the differences between laser printers and inkjet printers, highlighting their respective advantages and disadvantages.

Or

- (b) Explain the role of scanners in computer systems, outlining their various applications and types.
12. (a) Describe the differences between RAM and ROM in terms of functionality and usage.

Or

- (b) Discuss the advantages and disadvantages of using diskettes as a form of secondary storage.
13. (a) Describe DeMorgan's theorems and how they are applied in Boolean algebra.

Or

- (b) Explain the significance of numeric and character codes in computer systems.

14. (a) Discuss the role of high-level languages in modern programming. How do they contribute to the ease of programming compared to low-level languages like machine language?

Or

- (b) Describe the significance of flowcharts in algorithm design and program development. Provide an example to illustrate your explanation.
15. (a) Illustrate the structure of an operating system, highlighting its major components.

Or

- (b) Delve into the various types of system calls commonly utilized in operating systems and their significance.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Provide a comprehensive overview of the history of computers, highlighting key milestones and developments from their inception to the present day. Include significant technological advancements and their impact on computing.
17. Explain the concept of virtual memory and its management techniques. Discuss how virtual memory helps in overcoming the limitations of physical memory.

18. Discuss the process of converting a hexadecimal number to a binary number, illustrating the example 2FA9.
19. Analyse the impact of programming language evolution on the development of program language translators, specifically compilers and interpreters.
20. Explore the design and implementation aspects of operating systems, focusing on the key considerations and challenges involved.

D-4010

Sub. Code

22712

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, MAY 2024.

PRINCIPLES OF INFORMATION TECHNOLOGY

(CBCS 2021 Calendar Year Onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What is Information Technology (IT)? Give an example.
2. What is the role of IT in home and sports?
3. List out the hardware's required to set up a computer network.
4. What is Internet? List out the advantages of Internet.
5. Identify the advantages of Digital Communication.
6. What is Uniform Resource Locator (URL)? Give a suitable example.
7. What is communication? Give an example.
8. Define Skype communication and its functionalities.
9. Define cyber crimes and their implications.
10. What is E-Democracy? Give an example.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the significance of Software and data in IT systems.

Or

- (b) Write a short note IT in business, industry and education.

12. (a) Discuss the different types of computer networks in detail.

Or

- (b) Explain how firewalls work to monitor and control incoming and outgoing network traffic.

13. (a) Compare and contrast the performance and features of different modem types.

Or

- (b) Explain the basic architecture and components of ISDN lines.

14. (a) Explain how online information services operate and deliver information.

Or

- (b) Discuss the advantages and limitations of mobile office devices compared to traditional office setups.

15. (a) Explain the objectives and scope of the Information Technology Act, 2000.

Or

- (b) Discuss the various applications of E-Governance.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the important components of Information Technology in detail.
 17. Explain in detail about different types of network topology.
 18. Provide a detailed explanation of Internet messaging.
 19. Discuss the Video/voice communication with appropriate examples.
 20. Elaborate on cyber laws delving into their implications for digital security and privacy.
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D-4011

Sub. Code

22713

DISTANCE EDUCATION

CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, MAY 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. How to insert Page number in Ms Word?
2. What is the shortcut key to creating a Ms Word hyperlink?
3. The range of cells that starts in cells B1 and goes over to column G1 and down to row 10. What is the cell reference?
4. What is the function in Ms Excel that returns the highest number among all the numbers in the given cell?
5. How do you change the slide layout in power point?
6. How to hide a slide in PowerPoint?
7. How to delete new record from a table in MS Access?
8. What is the purpose of print preview in Open Office Base?
9. What is Exporting data in Ms Access?
10. What is Database Wizard in Ms Access?

SECTION B — (5 × 5 = 25 marks)

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

11. (a) How can you insert footnotes and end notes in MS Word?

Or

- (b) What is a Paragraph? Explain the following in MSWord :
- (i) How to make a Drop cap the first letter of the paragraph.
 - (ii) How to give 1.5" line spacing
 - (iii) Explain how to change font size
 - (iv) How to change the Page Layout.

12. (a) Write down the steps to make a chart in MS Excel worksheet with the help of an example.

Or

- (b) The following worksheet contains Roll No. and Marks in 5 subjects of a student :

Calculate his grade as per the following in MS Excel. Explain.

Marks	Grade
0-39	4
40-49	3
50-59	2
60 and above 60	1

	A	B	C	D	E	F
Roll No.	END	HINDI	SCIENCE	MATHS	SO.SCI.	

1 110 45 56 67 78 60

GRADE

2

D-4011

13. (a) Write a short note on changing slide layout and reordering slides.

Or

- (b) How to create Custom Slideshow?

14. (a) How to create a Form in Design views in MS Access?

Or

- (b) Write a short note on Pivot table in Open Office Calc.

15. (a) How to create and save presentations in Open Office Impress?

Or

- (b) How to create a new database and table in Open Office Base?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Create the table below in MS WORD.

Day	Period I	Period II	Period IV	Period V
Sunday	Maths	Science	English	Computer
Monday	Science	Computer	Maths	English
Tuesday	English	Maths	Computer	Science
Wednesday	Computer	Science	Maths	English
Friday	Maths	Science	English	Computer

- (a) Explain how to create margin top and bottom, left and Right
- (b) How to insert Period III after Period II also explain how to insert Thursday row below Wednesday row.
- (c) How to insert Page Number and Watermark “Hello World”?

17. Explain Sorting and filling in Ms Excel. Also explain the following. The worksheet contains Name and Sales of 5 Salesman. Calculate Commission as per the following :

Sales	Commission
First 30,000	5%
Next 40,000	10%
Excess	15%

	A	B	C
	Name	Sale	Commission
1	Raj	25000	
2	Mani	70000	
3	Shiva	30000	
4	Kumar	80000	
5	Riyas	29000	

18. How to add, resize and delete a text box in MS Power Point Presentation?
19. Discuss in detail about Form Controls and Sub Forms.
20. Explain the terms in reference to Open Office Base.
- (a) Working with forms
 - (b) Creating Queries.