

D-1009

Sub. Code

22711

DISTANCE EDUCATION

**CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2025.**

COMPUTER FUNDAMENTALS

(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 applications of computers?
2. Define an input device with examples.
3. What is virtual memory?
4. Differentiate between SRAM and DRAM.
5. Convert $(29)_{10}$ to binary.
6. What is a logic gate? Give an example.
7. What are the characteristics of an assembler?
8. What is a kernel in an operating system?
9. Define SQL.
10. What is the purpose of a relational database?

PART B — ($5 \times 5 = 25$ marks)

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

11. (a) Explain the characteristics of computers and their impact on society.

Or

- (b) Describe various types of output devices.

12. (a) Explain the different types of storage devices.

Or

- (b) Describe the structure of cache memory and its advantages.

13. (a) Perform binary multiplication for $(1011)_2 \times (110)_2$.

Or

- (b) Convert $(A3)_{16}$ to binary and decimal.

14. (a) Write a flowchart to check whether a number is even or odd.

Or

- (b) Differentiate between high-level and low-level programming languages.

15. (a) Explain different types of operating system services.

Or

- (b) Describe the features of Linux operating system.

PART C — ($3 \times 10 = 30$ marks)

Answer any **THREE** questions.

16. Explain in detail the input and output devices of a computer system.
 17. Discuss different types of ROM and their applications.
 18. Explain number system conversions with examples.
 19. Describe the structure and functionality of programming language translators.
 20. Explain database models and their significance in computing.
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D-1010

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22712

DISTANCE EDUCATION

**CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2025.**

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 computer system?
2. Define software.
3. Give the types of networks.
4. What is WAN?
5. Specify the basic services available to internet users.
6. Give any two web browsers.
7. Define intranet.
8. What is VoIP?
9. What is the use of information technology Act 2000?
10. Why do we need E-governance?

PART B — (5 × 5 = 25 marks)

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

11. (a) Give the role of IT in business and industry.
Or
(b) Can you utilize IT in entertainment and arts?
Justify your answer.
12. (a) Describe about LAN.
Or
(b) Draw and explain the ring topology.
13. (a) Write a note on ISDN.
Or
(b) Briefly explain about E-mail.
14. (a) Elucidate about frequency division multiplexing.
Or
(b) List out the uses of services available in online.
15. (a) What do you mean by E-Democracy?
Or
(b) Give the nature and scope of cyber laws.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss on global positioning system.
17. How will you arrange a network?
18. Briefly explain about domain name system.
19. Briefly explain about virtual office.
20. Explain about digital signature.

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22713

DISTANCE EDUCATION

**CERTIFICATE PROGRAMME IN OFFICE AUTOMATION
EXAMINATION, DECEMBER 2025.**

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 style sets?
2. How will you create a table?
3. Define workbook.
4. What do you mean by autosum in excel?
5. Define slide show view.
6. List out the types of slide layouts.
7. Give the data types in access.
8. What is table in MSWord? How will you define it?
9. What do you mean by forms in open office base?
10. How will you open an existing spreadsheet in open office calc?

PART B — (5 × 5 = 25 marks)

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

11. (a) What do you mean by hyperlink?

Or

(b) How will you save a document?

12. (a) How will you locate a number or text in excel?

Or

(b) List out the steps to move and copy cells.

13. (a) How to insert or delete a new slide?

Or

(b) Can you provide visual effects to your presentation?
Justify.

14. (a) Can you modify table data in MS Access?

Or

(b) How to create a query in Access?

15. (a) How will you print chart in calc?

Or

(b) What do you mean by slide transition in impress?

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Write a short note on mail merge.
 17. Discuss on header/footer in excel.
 18. Give and explain the steps to make an effective presentation.
 19. Describe about report in access.
 20. Briefly explain about modifying the appearance of slides in open office impress.
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