

**D-2011**

**Sub. Code**

**22711**

**DISTANCE EDUCATION**

**CERTIFICATE PROGRAMME IN OFFICE AUTOMATION  
EXAMINATION, MAY 2026.**

**COMPUTER FUNDAMENTALS**

**(CBCS 2021 Calendar Year Onwards)**

**Time : Three hours**

**Maximum : 75 marks**

**PART A — (10 × 2 = 20 marks)**

**Answer ALL questions.**

1. Define bar code. Mention one use of bar codes in everyday life.
2. Name two common input devices and two common output devices.
3. What is an optical disk?
4. Point out the purpose of virtual memory.
5. Convert  $(1DA6)_{16}$  to decimal.
6. State the role of character codes in number system.
7. What is the main difference between a high-level language and machine language?
8. List two fundamentals functions of an operating system.

9. What is the purpose of the Task Bar in a Windows Operating System?
10. Define “Data Independence” in the context of a database system.

PART B — (5 × 5 = 25 marks)

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

11. (a) Explain the basic anatomy of a computer with a neat diagram.

Or

- (b) Write short notes on Scanners.

12. (a) Describe the different types of ROMs and their characteristics.

Or

- (b) Compare and contrast various secondary storage devices such as hard disks, optical disks, and USB flash drives.

13. (a) Perform the following binary arithmetic:

- (i)  $1101_2 + 101_2$

- (ii)  $1110_2 - 100_2$

Or

- (b) Convert the following numbers to their respective bases:

- (i)  $123_{10}$  to binary

- (ii)  $75_8$  to decimal

14. (a) Differentiate between a compiler and an interpreter, providing examples of when each is used.

Or

- (b) Discuss the importance of flowcharts in conceptualizing algorithms and facilitating program creation. Illustrate with an example.
15. (a) Write short notes on Linux Operating System.

Or

- (b) Discuss the advantages and disadvantages of using a Database Management System.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. What is the role of a printer in computing? Explain the different types of printer with examples.
17. Explain the concept of cache memory in detail, including its purpose and its levels.
18. Briefly explain the concept of Boolean Algebra and De Morgan's theorems.
19. Discuss the structure and functions of an operating system in detail.
20. Explain the fundamental concepts of data modeling for a database, including entities, attributes, relationships, and relationship types. Provide suitable examples to illustrate your explanation.

**D-2012**

**Sub. Code**

**22712**

**DISTANCE EDUCATION**

**CERTIFICATE PROGRAMME IN OFFICE AUTOMATION  
EXAMINATION, MAY 2026.**

**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 an Information System?
2. Mention two uses of IT in education.
3. Define a computer network.
4. List any two types of network topologies.
5. Expand URL and DNS.
6. Comment on web browser.
7. What is video conferencing?
8. Define smart phone.
9. What is a digital signature?
10. List the needs for cyber law.

PART B — (5 × 5 = 25 marks)

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

11. (a) Differentiate between hardware and software.

Or

- (b) Describe the role of IT in entertainment and arts.

12. (a) Discuss about firewalls

Or

- (b) What is an intranet? How its it different from the internet?

13. (a) How World Wide Web works? Write an example.

Or

- (b) Explain email communication and its components.

14. (a) Describe how smart phones and tablets are used in offices.

Or

- (b) List and explain telephone-related communication services.

15. (a) Write a note on penalties under the IT Act.

Or

- (b) List the components of e-Governance implementation.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Describe how data and software interact in an IT system.

17. Discuss various types of networks with examples.

18. Explain the structure of internet addressing and domain name system.
  19. Demonstrate the various online information services.
  20. Describe the role of e-Governance in finance and citizen services.
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**D-2013**

**Sub. Code**

**22713**

**DISTANCE EDUCATION**

**CERTIFICATE PROGRAMME IN OFFICE AUTOMATION  
EXAMINATION, MAY 2026.**

**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 is a Word document?
2. Define a header and footer in a Word document.
3. Write a formula for adding 2 cells in MS Excel.
4. List the use of the Chart Wizard in MS Excel.
5. How can you reorder slides in PowerPoint?
6. Mention the steps to add a text box in PowerPoint.
7. Define a form in MS Access.
8. Highlight the uses of the Access database wizard.
9. What is slide transition in OpenOffice Impress?
10. Identify the purpose of a database in OpenOffice Base.

PART B — (5 × 5 = 25 marks)

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

11. (a) Discuss how to use the spelling and grammar check feature in MS Word.

Or

- (b) Summarize how to create and save a web page in MS Word.

12. (a) Explain how to move or copy cells in MS Excel.

Or

- (b) State the purpose of the Auto Formatting feature in MS Excel with example.

13. (a) Describe how to apply a design template to a presentation in PowerPoint.

Or

- (b) Write the steps to add a video or audio effect in MS PowerPoint with suitable example.

14. (a) Illustrate the process of creating a table in MS Access using design view.

Or

- (b) Explain how to add, edit, and delete records in a table in MS Access.

15. (a) Examine the purpose of mail merge in OpenOffice Writer, and how is it done?

Or

- (b) Describe the process of using master templates in OpenOffice Impress.

PART C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Discuss the various methods of text formatting in MS Word and their applications.
  17. Summarize in detail the process of creating, formatting, and printing a chart in MS Excel.
  18. Illustrate the process of creating a complete presentation in MS PowerPoint, from adding slides to formatting the presentation.
  19. Explain the process of designing a complete database in MS Access, including creating tables, forms, queries, and reports.
  20. Describe how to use master templates, slide transitions, and animations in OpenOffice Impress for creating professional presentations.
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