

[21-B117]
AT THE END OF FIRST SEMESTER – (CBCS PATTERN)
DEGREE EXAMINATIONS
LIFE SKILL COURSE
BASIC COMPUTER APPLICATIONS
(COMMON FOR ALL DEGREE COURSES)
U.G. PROGRAM (4YEARS HONORS)
(w.e.f. Admitted Batch of 2021-2022)

Time: 2 Hours

Maximum: 50 marks

Section – A

Answer any FOUR questions. Each answer carries 5 marks

(4x5=20 marks)

1. Define Computer. Explain the applications of it. ✓
2. What is Control panel. Explain about it in detail.
3. Write about Headers and Footers. ✓
4. How to give page borders and shading to a document?
5. What is Auto fill? How to use it? What are the advantages of it?
6. Write different ways to create a new worksheet.
7. What is PowerPoint presentation? What are the features of it? ✓
8. How to insert, Audio, Video and pictures in PowerPoint presentation? ✓

Section – B

Answer ALL the questions. Each answer carries 10 marks

(3x10=30 marks)

9. What are the characteristics and limitations of Computer?

(Or)

10. Explain different types of memory devices.

11. With neat diagram, explain different parts of MS-Word window components.

(Or)

12. What is Table? Explain different ways to inserting tables in MS-Word.

13. Explain the features of MS-Excel in detail.

(Or)

14. What are Transactions and Build effects in PowerPoint Presentation?