

B.C.A. (CBCS) DEGREE EXAMINATION,  
NOVEMBER 2023.

First Semester

Computer Application – Skill Enhancement Course

FUNDAMENTALS OF INFORMATION  
TECHNOLOGY

(For those who joined in July 2023 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Which of the following monitor looks like a television and are normally used with non-portable computer systems?
  - (a) LED
  - (b) LCD
  - (c) CRT
  - (d) Flat Panel Monitors

2. Which of the following is designed to control the operations of a computer?
  - (a) User
  - (b) Application Software
  - (c) System Software
  - (d) Utility Software
3. The ability to combine name and addresses with a standard document is called \_\_\_\_\_.
  - (a) Document Formatting
  - (b) Database Management
  - (c) Mail Merge
  - (d) Form Letters
4. Which can be used for quick access to commonly used commands and tools?
  - (a) Status bar
  - (b) Tool bar
  - (c) Menu bar
  - (d) Title bar
5. Which of the following is not true regarding conditional formatting?
  - (a) You can add more than one condition to check
  - (b) You can set condition to look for bold and apply italics on them
  - (c) You can apply font, border and pattern formats that meets the specified conditions
  - (d) You can delete any condition from conditional formatting dialog box if it is required

6. We can use formula palette to
  - (a) Format cells containing numbers
  - (b) Enter assumptions data
  - (c) Create and edit formula containing functions
  - (d) Copy a range of cells
7. Which of the following shortcut key is used to start the slideshow?
  - (a) Using F5 key
  - (b) Using F3 key
  - (c) Using F1 key
  - (d) Using F6 key
8. Which of the following is the default standard layout in PowerPoint?
  - (a) Blank slide
  - (b) Title and content slide
  - (c) Title slide
  - (d) None of the above
9. Which of these is correct email address?
  - (a) userName@website@com
  - (b) userName.website.com
  - (c) userName.website@com
  - (d) userName@website.com

10. The "S" in HTTPS stands for?
  - (a) Selected
  - (b) Secure
  - (c) Software
  - (d) System

PART B — (5 × 5 = 25 marks)

Answer ALL questions, choosing either (a) or (b).  
Each answer should not exceed 250 words.

11. (a) Summarize generations of computer in detail.  
Or  
(b) Classify and explain different types of operating system.
12. (a) Describe different elements of window.  
Or  
(b) How do you insert objects in word document? Explain.
13. (a) Outline the concept of formatting cells and freezing column in MS-Excel.  
Or  
(b) How will you implement formulas in MS-Excel.
14. (a) Give an account on slide manipulation.  
Or  
(b) Discuss the types of views in slide show.

15. (a) Compare and contrast between internet and intranet.

Or

(b) Write short notes on URL and Search Engine.

PART C — (5 × 8 = 40 marks)

Answer ALL questions, choosing either (a) or (b)  
Each answer should not exceed 600 words.

16. (a) Neatly sketch the block diagram and explain components of computer.

Or

(b) Discuss various input devices in detail.

17. (a) Write a brief note on text formatting.

Or

(b) Recall the concept of mail merge in MS-Word.

18. (a) Illustrate about the following built in functions.

(i) Sum()

(ii) IF()

(iii) CountIF() in MS-Excel.

Or

(b) Discuss various charts in MS-Excel. Also explain the steps to create bar chart.

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19. (a) Analyze the types of animations in MS-PowerPoint

Or

(b) Describe about the templates in MS-PowerPoint.

20. (a) Interpret the types of browsers.

Or

(b) Elaborate the components and advantages of E-Mail.

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