

(6 pages)

Reg. No. : \_\_\_\_\_

Code No. : 20672 E Sub. Code : ESCS 11

B.Sc. (CBCS) DEGREE EXAMINATION,  
NOVEMBER 2023.

First Semester

Computer Science

Skill Enhancement Course – OFFICE AUTOMATION

(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 is not an input device?  
(a) Track ball (b) Joystick  
(c) Plotter (d) Scanner
2. Which of the following is an operating system?  
(a) ForTran (b) COBOL  
(c) Linux (d) C++

3. The shortcut key to save a document is \_\_\_\_\_.  
(a) Alt + S (b) Ctrl + S  
(c) F5 (d) F7
4. The shortcut key for Spell check is \_\_\_\_\_.  
(a) Alt + S (b) Ctrl + S  
(c) F5 (d) F7
5. Which of the following symbols is used to enter a formula in a cell?  
(a) # hash (b) " double quotes  
(c) / slash (d) = equal
6. Collection of worksheets is called as \_\_\_\_\_.  
(a) Workbook (b) Database  
(c) Sheet (d) Table
7. Collection of fields is called as \_\_\_\_\_.  
(a) Data (b) Information  
(c) Record (d) Table

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8. Collection of inter-related records is called as \_\_\_\_\_.  
(a) Database (b) Attributes  
(c) Arguments (d) Tuples
9. The shortcut key for slideshow is \_\_\_\_\_.  
(a) Alt + S (b) Ctrl + S  
(c) F5 (d) F7
10. From which menu Text Box, Picture, Chart etc. can be accessed?  
(a) View (b) Insert  
(c) Edit (d) File

PART B — (5 × 5 = 25 marks)

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

11. (a) Write a note on CPU.  
Or  
(b) Write a note on the features of an operating system.

12. (a) Write a note on applying numbering and bullets in a document.  
Or  
(b) Give the steps to insert header and footer.
13. (a) Explain preparation of financial statement.  
Or  
(b) Write a note on table analysis.
14. (a) Write a note on database management system.  
Or  
(b) Give the steps to design a query.
15. (a) List the features of PowerPoint.  
Or  
(b) Write a note on slide transition.

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[P.T.O.]

PART C — (5 × 8 = 40 marks)

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

16. (a) Explain input devices.

Or

(b) Explain high level languages and give their advantages.

17. (a) Explain Spell check.

Or

(b) Explain printing a document.

18. (a) Explain any four statistical functions with examples.

Or

(b) Explain how MS Excel is used for data analytics.

19. (a) Give the steps to generate a report.

Or

(b) Give the steps to sort data.

20. (a) Write the steps to create a PowerPoint presentation.

Or

(b) Explain how to include audio in a presentation.

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