

F-6226

Sub. Code

7BSOA1

U.G. DEGREE EXAMINATION, NOVEMBER 2021

Software

Allied : FUNDAMENTALS OF COMPUTER

(CBCS – 2017 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. List the merits of computers.
2. Define the term software.
3. What is data?
4. Why data types?
5. Write the use of Taskbar.
6. Define the term Folder.
7. What do you mean by word processing?
8. Comment on Work groups.
9. What is the expansion of PPT?
10. Write the use of template.

Part B

(5 × 5 = 25)

Answer **all** questions, choosing either (a) or (b).

11. (a) Write short notes on characteristics of computers.

Or

- (b) Explain the components of computer system.

12. (a) Give a brief note on data processing.

Or

- (b) Explain the representation of data/information.

13. (a) List out the functions of operating system.

Or

- (b) How to copy and move files and folders?

14. (a) How to create a document with tables and pictures?

Or

- (b) Write a note on Macros in MS Word.

15. (a) How to create and enhance presentation?

Or

- (b) Explain the implementation of visual elements in presentation.

Part C

(3 × 10 = 30)

Answer any **three** questions.

16. Discuss on memory and its types in detail.
17. Elucidate the storage of data and information as files.

18. Describe the use of control panel in detail.
 19. Exemplify the used of mail merge with illustration.
 20. Create a power point presentation to show the features of your college.
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