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UGBCA-SN101

B.A./B.Sc./B.Com. (Genl.)/B.Com. (CAS)/B.B.A./
B.C.A. DEGREE EXAMINATION, FEBRUARY - 2023

COMPUTER SCIENCE

Basic Computer Applications

(Semester - I) (CBCS Pattern) (Regular)

(w.e.f. 2020-21 Admitted Batch)

(W.E.F. 2021-22 ADMITTED BATCH

**STUDENTS MUST ANSWER THE
QUESTIONS IN ENGLISH MEDIUM ONLY)**

Time : 1½ Hour

Max. Marks : 50

SECTION - A

(4 × 5 = 20)

Answer any Four questions.

Each question carries 5 marks.

1. How can you enter and edit text in Excel spread sheet?
2. How can you change column width and row height in MS-Excel?
3. What is the use of auto fill and sort option in Excel?
4. What are the applications of computers?

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[P.T.O.]

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5. Define hardware, software and human ware.
6. How can you insert and delete slides?
7. What is mail merge? Explain with examples.
8. What is header and footer in MS-Word? How can you create even and odd pages headings?

SECTION - B

(3×10=30)

Answer any three questions.

Each question carries 10 marks.

9. What are the options in the font dialog box in MS-Word?
10. Give an examples for different types of referencing cells and formulae in Excel.

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11. What is chart? Describe about chart features in Excel.
12. Explain about slide transition and custom animation.
13. What are input and output devices? Explain in detail.

