

Acharya Nagarjuna University
Skill Enhancement Course
Common to all BA / B.Com. / B.Sc. / BCA / BBA Programmes
1st Year – 2nd Semester – CBCS 2015

COMPUTERS FUNDAMENTALS AND OFFICE TOOLS

Time: 2 Hours

Max. Marks: 50

Section – A
Short Answer Questions

Answer only FIVE Questions

5 x 2 = 10 Marks

1. Describe in two lines about input and output devices of any computer?
2. Define any two uses of windows operating system?
3. Describe any two the features of fonts in MS Word?
4. What are options any four in Spell checking of MS Word?
5. Describe two ways of adding numbers in MS Excel?
6. What does a slide contain in a power point?
7. What are common features of MS Office?
8. What are the features of a form in MS Access?

Section – B
Essay Questions

Answer All the Questions

5 x 8 = 40 Marks

9. a) Discuss the evolution of computers from First, Second, Third and Fourth generations of computers?
OR
b) Discuss the any four icons in Control panel of Windows Operating System?
10. a) Explain the adding and usage of Headers and Footers in MS Word?
OR
b) Explain the different features in “Edit” Menu of the MS Word?
11. a) Describe procedure to add text and also graphics into the slides of Power Point?
OR
b) What are transition and build effects in Power Point and give examples?
11. a) Explain any five functions in MS Excel?
OR
b) Explain the usage of Chart in MS Excel?
12. a) Write any five advantages of a data base system?
OR
b) Describe the procedure for Query Design in MS Access?