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Register Number:

Name of the Candidate:

B.Sc. DEGREE EXAMINATION December 2014

(VISUAL COMMUNICATION)

(FIRST YEAR)

(PART-III)

130. COMPUTER CONCEPTS AND OFFICE AUTOMATION TOOLS

Time: Three hours

Maximum: 100 marks

SECTION – A

(8×5 = 40)

Answer any EIGHT questions

1. What are the Storage Devices of earlier computers?
2. Write short notes on Basic methods of storing and retrieving information.
3. State and explain the various applications of Windows.
4. Explain System software with its uses and functions.
5. Discuss the various word 2000 features.
6. Write brief notes on Macros creation and Documentation Protection.
7. Write short notes on working with template links in Excel.
8. How to prepare slides in Powerpoint with an example?
9. What is a WAN? Explain its function and uses.
10. Write and explain about E-mail with its applications.

SECTION – B

(3× 20=60)

Answer any THREE questions

11. Write and explain about files and managing a PC.
12. Discuss in detail about different types of application and system software.
13. Write brief notes on Mail Merge Features.
14. Explain about MS-Excel with its various features.
15. Discuss the concept of internet with its applications.
