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UG/259A/JUNE24

FACULTY OF ARTS/COMMERCE/SCIENCE/SOCIAL SCIENCE/MANAGEMENT
BA/BCOM/BSC/BBA II SEMESTER (CBCS R-19) EXAMINATIONS JUNE 2024
BASIC COMPUTER SKILLS
(FOUNDATION COURSE)

TIME: 2 HRS] **[MAX. MARKS: 40**

SECTION - A (2 X 5 =10 Marks)

1) **Answer any TWO of the following**

A) Describe how data is processed to produce meaningful information and explain the various types of data

B) What is the role of an operating system? Discuss

C) Explain the concept of the Internet and its primary applications.

D) Describe how to prepare and design slides for a presentation, including the use of images, charts, and animations

SECTION - B (2 X 15 = 30 Marks)

Answer ALL questions

2) A) (i) How does computer memory work, and what are the different types of computer memory? (8Marks)

(ii) Explain the difference between hardware and software (7Marks)

OR

B) (i) How do you handle tables in a word processing document, and what are the common formatting options? (8Marks)

(ii) Explain the process of spell check and language setting in word processing. (7Marks)

3) A) (i) Explain the use of formulas and functions in a spreadsheet with examples of common functions (8Marks)

(ii) What is the purpose of a slide show in presentation software? (7Marks)

OR

B) (i) Discuss the functionality of web browsers and how they interact with the World Wide Web. (8Marks)

(ii) Elaborate the steps involved in sending and receiving emails, including the use of attachments and managing email folders (7Marks)

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