

Register Number :

Name of the Candidate :

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B.Sc. DEGREE EXAMINATION, 2010

(VISUAL COMMUNICATION)

(FIRST YEAR)

(PART - III)

(PAPER - I)

**530 / 130 . COMPUTER CONCEPTS AND
OFFICE AUTOMATION TOOLS**

(*New & Revised Regulations*)

May]

[Time : 3 Hours

Maximum : 100 Marks

PART - A (8 × 5 = 40)

Answers any EIGHT questions.

All questions carry equal marks.

1. Define computer. What are the characteristics of a computer ?

Turn Over

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2. Explain the various application areas of computers.
3. What is an operating system? What are its functions?
4. Distinguish between hardware and software.
5. Write the features of MS-Word- 2000.
6. How will you save a file in MS - Word? Explain.
7. Explain with examples, the method of doing simple calculations in Excel.
8. Write the steps in printing presentations.
9. How do you connect your computer to web using dial-up network?
10. Write the applications of internet.

PART - B (3 × 20 = 60)

Answer any THREE questions.

All questions carry equal marks.

11. Briefly explain the basic computer organization.

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12. Discuss the various types of operating systems.
13. Explain the mail merge with an example.
14. Describe the process of insert, delete and copy slides using power point.
15. Compare LAN, WAN and MAN.