

QP CODE 2063576404

Reg.No

--	--	--	--	--	--	--	--	--	--



# DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – DECEMBER 2023

Semester: VI  
Time: 3:00 Hours

357CS64 COMPUTER FUNDAMENTALS

Max. Marks: 100

Answer any FIVE Questions (5 x 20 = 100 Marks)

1. a) Discuss minicomputer and supercomputers in detail. (10 Marks)  
b) Describe the characteristics of a computer. (10 Marks)
2. a) Outline the use of find and replace tool in MS Word. State the procedure for performing the same. (10 Marks)  
b) What is page break? Explain how to apply it in a document? (10 Marks)
3. a) What is a pivot table? Describe how to insert it in Ms Excel? (10 Marks)  
b) Discuss how to modify the row height? (5 Marks)  
c) Describe the four common cursor styles used in Excel. Give neat sketch. (5 Marks)
4. a) Explain any 10 screen elements in MS PowerPoint. (10 Marks)  
b) Explain how to add and change the layout for slides in PPT? (10 Marks)
5. a) Discuss any 10 web page elements. (10 Marks)  
b) Describe elements of an Email. (10 Marks)
6. a) Outline steps required for setting transitions effects. (10 Marks)  
b) Explain how to add motion path and video or audio to your slide? (10 Marks)
7. a) What are header and footer? Illustrate how to add header and footer to a document? (10 Marks)  
b) Explain page orientation in MS Word. State the types, draw the sketch and summaries how to set page orientation? (5 Marks)  
c) Discuss the five ways to view a document on the screen. (5 Marks)