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# DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – DECEMBER 2024

Semester: VI

357CS64 COMPUTER FUNDAMENTALS

Time: 3:00 Hours

Max. Marks: 100

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

1. a) Draw a block diagram of a computer and explain its parts. (10 Marks)  
b) List out the characteristics of second generation of computers. (10 Marks)
2. a) Outline the steps for creating a mail merge. (10 Marks)  
b) Describe the steps needed for inserting header and footer in word document. (10 Marks)
3. a) Elaborate on the four common cursor styles used in MS Excel. Draw and explain their functions. (10 Marks)  
b) State the advantages of Microsoft Excel? (10 Marks)
4. a) Elaborate on animation in power point. (10 Marks)  
b) Differentiate an animation from a transition. (10 Marks)
5. a) Elaborate the components of internet. (10 Marks)  
b) Write down 10 valid points of what not to do when you're on the internet. (10 Marks)
6. a) Elaborate on the different characteristics of a computer. (10 Marks)  
b) Give a detailed explanation on software its different types with examples. (10 Marks)

7. a) Outline the procedure for creating a macro in MS Excel. **(10 Marks)**
- b) Briefly write a procedure for the following. **(10 Marks)**
- i. How can you increase the width of a cell in MS Excel?
  - ii. How to performing auto fill in MS Excel