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DMI-ST.EUGENE UNIVERSITY
DEGREE EXAMINATION – DECEMBER – 2022

SEM: VI

357CS64 COMPUTER FUNDAMENTALS

Time: 3 Hours

Max. Marks: 100

Answer any Five questions (5 x 20 = 100 Marks)

1. a) Draw a block diagram of a computer and explain the functions of available units. (10 Marks)
b) Describe the memory unit of a computer and the types. (10 Marks)
2. a) “Microsoft Word provides several ways to view a document on the screen’ justify the statement and write the procedure. (10 Marks)
b) Explain how to add a row in a table and delete a column in MS Word (5 Marks)
c) What is page break? Illustrate how to set page break in a document. (5 Marks)
3. a) Discuss the four common cursor styles in Excel. Illustrate how they are used. (8 Marks)
b) Demonstrate how you can quickly find the total of a column or row of numbers using Auto Sum. State the problem of using Auto sum. (12 Marks)
4. a) Explain how to set transition effects. (6 Marks)
b) Outline procedure for animating text. (6 Marks)
c) Give some tips that will help your PowerPoint slide shows look professional and promote effective visual clues to help you get your points across (8 Marks)
5. a) State any four advantages of email. (8 Marks)
b) Explain the elements of Email. (12 Marks)
6. a) Outline the steps for adding a WordArt in Ms Excel (5 Marks)
b) Describe how a column chart is created in MS Excel. Explain how to add chart elements such as chart titles, legends, and data labels (15 Marks)
7. a) Demonstrate how to create mail merge in MS word. (10 Marks)
b) Describe how macro is created in MS Word. (10 Marks)