

MCA DEGREE EXAMINATIONS MARCH/APRIL 2016  
SECOND SEMESTER  
**PAPER VI - INTRODUCTION TO COMPUTERS & MS-OFFICE**  
(NON CORE SUBJECT)

**23006**

**Time: 3 Hours**

**Max. Marks: 75**

(No additional sheet will be supplied)

**PART – A (5 x 3 =15 marks)**

Answer any **FIVE** questions.

Each answer carries **THREE (3)** marks.

Each answer should not-exceed **One (1)** page

1. What are the uses of computers?
2. What are the functions of Operating Systems?
3. Give a note on macros?
4. Write about input and output devices?
5. Give an overview of excel features
6. Describe the types of functions available in MS-Excel
7. Write a brief note on the features and purpose of MS-PowerPoint
8. Mention the short cut keys used and their purpose in MS PowerPoint

**PART – B (4x 15 =60 marks)**

Answer **ALL** questions.

Each answer carries **FIFTEEN (15)** marks.

Each answer should not-exceed **SIX (6)** pages

9. Draw the block diagram of computer and explain all its parts in detail?  
(OR)
10. Explain the types of storage devices
11. Explain the concept of mail merge with an example  
(OR)
12. Explain the features of format menu in MS WORD
13. Explain the types of charts and the parts of the charts and technology in MS EXCEL  
(OR)
14. Explain the different types of functions and its parts in MS EXCEL
15. Write a short note on the following in MS PowerPoint
  - (a) Transition and building effects
  - (b) Importing image from outside
  - (c) Drawing feature in power pint

(OR)
16. Explain the process of creating presentations using auto content wizard, using blank presentation option and using design template option.