SET - 1

Total no of pages: 01

Subject code: 4-1-101-25

SHRI GNANAMBICA DEGREE COLLEGE: MADANAPALLE

(AUTONOMOUS)

Four Year Honors Degree Regular Examination January – 2026

Semester -I

Subject: Basics of Computers and Office Automation

Program: BCA (AI/General)

(Under CBCS New Regulation w.e.f the AY 2025-26)

Shri Gnanambica Degree College (A) LIBRARY MADANAPALLE - 517 325

Duration: 3 Hrs

Max. Marks:70 Marks

PART – A

Answer any four of the 8. Each question carries 5 Marks. **(4x5=20)**

1. Explain about Binary number System.
2. Explain about Block diagram of a Computer?
3. Explain about LAN?
4. Explain about Star Topology?
5. Explain bout Table creation in word?
6. Explain about Animations in Power point?
7. Explain about Cell referencing in Excel?
8. Explain about Data Validation in MS Excel?

PART – B

Answer one from each unit. Each question carries 10 Marks. (5x10=50)

UNIT- 1

9. Write about Input and Output Devices?

OR

10. Explain about Generations of computer?

UNIT - 2

11. Explain about Types of Computers?

OR

12. Explain a) IP Address b) Domain Name c) Web Browser

UNIT - 3

13. Explain about Mail merge in MS Word?

OR

14. Write about steps to create a) Reports b) Brochures

UNIT - 4

15. Explain about Functions in MS EXCEL.

OR

16. Explain about Charts in MS EXCEL

UNIT - 5

17. Explain about Pivot Tables and Pivot Charts in MS EXCEL.

OR

18. Explain about What-if Analysis, Goal Seek in MS EXCEL.