

KERALA AGRICULTURAL UNIVERSITY
B.Sc (Hons.) Agriculture - 2008 Admission – IIIrd Semester
Final Examination – January–February 2010

Title : Stat 2102

Marks: 80

Course : Introduction to Computer Applications (1+1)

Time: 3 hours

I (a). Select the correct answer out of the following:

(8 x 1 =8)

1. The RUN command of Windows START menu can be used for (i) to run a program (ii) to open a folder (iii) to open a document (iv) to go to internet web page.
a) Only (i) and (ii) (b) Only (ii) and (iii),
(c) Only (i) and (iv) (d) All of the above.
2. What are the five major essential components of a computer system?
(a) CPU, CD ROM, Mouse, Key Board, Sound Card
(b) Memory, Videocard, Monitor, Software, Hardware
(c) Modem, Key Board, Word Processor, Printer, Screen
(d) CPU, Memory, System Bus, Input devices, Output devices
3. The main memory of a computer is known as
(a) ROM (b) RAM (c) BIOS (d) Hard disk
4. Which of the following statements are false about main memory of computer
(a) It is constructed from I.C.
(b) When power is lost still its contents will exist.
(c) It can be directly accessed by the CPU
(d) Main memory is expensive as compared to external memory.
5. Out of the following which is not an external memory.
(a) Hard Disk (b) CD ROM (c) Floppy Disk (d) ROM
6. The internal representation in a computer is
(a) Using English alphabets and numerals from 0 to 9
(b) Using hexadecimal system
(c) Using binary system
(d) Using octal system.
7. Which one of the following is correct?
(a) Workbook contains workspaces which contain worksheets
(b) Workspace contains workbooks which contain worksheets
(c) Worksheet contains workbooks which contain workspaces
8. Which feature of Excel do you use to format a cell based on condition
(a) auto formatting (b) conditional formatting (c) autocorrect

I (b) Match the following

(4 x 0.5 = 2)

	Excel Function / DOS commands		Purpose
(i)	MAX()	(a)	Estimates the standard deviation based on a sample
(ii)	STDEV()	(b)	To format a drive
(iii)	MD	(c)	Returns the largest value in a set of values and Ignores logical values and text
(iv)	FORMAT	(d)	To create a directory

II. Write Short notes/ answers on ANY TEN (10 x 3 = 30)

1. What is the difference between cell reference \$A\$1 and cell reference A1?
2. What is the purpose of bookmark in WORD? How to insert a bookmark in a document
3. Explain the difference between cut & paste and Copy and Paste in any office application software
4. Explain how to insert a manual page break in MS word?
5. Explain how to save a work document as web page?
6. Explain the difference between *.ppt and *.pps extension of a Power Point file?
7. Explain how to insert a picture in a word document
8. Explain the purpose of autocorrect feature in word document?
9. Explain how to insert and remove page numbers from a document in MS Word
10. Mention any one method to turn off monitor after 5 minutes of idle time without shutting down the computer
11. Explain the method of protecting a word document for opening and for modification?
12. Name two important rules for structuring an Excel list database?

III. Write Short Essays on ANY SIX of the following (6 x 5 = 30)

1. Explain about paragraph indent and spacing feature of WORD under format menu.
2. Explain the method of finding out correlation using data analysis tools of Excel.
3. Explain the auto filter of Excel? How to filter a list of rows that contain a specific text? How to sort rows in ascending or descending order? How to sort rows by 2 or 3 columns?
4. Explain the row and column format features of EXCEL?
5. Explain the various types of data an Access table field can have.
6. Explain about slide master of Power Point.
7. How will you change the background of a Excel sheet to a picture? Write the main menu and its submenu.
8. What are the computer viruses? Elaborate.

IV. Write essay on ANY ONE of the following: (1 x 10 = 10)

1. Definition of database and description of its objects – TABLES, QUERIES, FORMS, REPORTS. What is meant by primary key? How to create a database and table using (i) table wizard, (ii) design view and (iii) by entering data. How to create a query, a form and report-using wizard?
2. Explain the method of creating several slides for a presentation? How to change its header and footer, apply design template, how to format font, slide colour scheme, slide layout, background, how to insert slides from files, picture from file, chart, table, slide transition? Explain the various views of slides created.