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3(Sem-8/FYUGP)BNC(A)/SECI

2025

B.VOC(IT)

(Skill Enhancement Course)

Paper Name: Basics of Computer and Office Automation

Paper Code: **BIT-SEC-233**

Full Marks: 30

Time: One and Half Hours

(The figures in the margin indicate full marks for the questions)

Answer either in English

1. Answer the following questions

1x4=4

- (a) The primary function of the CPU is :
- i) To display images on the screen.
 - ii) To store data permanently.
 - iii) To process data and execute instructions.
 - iv) To connect to the internet.
- (b) MS Word comes under-----
- i) Document production.
 - ii) Graphics
 - iii) Databases
 - iv) Numerical Analysis
- (c) Which programming language is used to write Macros in MS Excel ?
- i) Python ii) JavaScript iii) Visual Basic iv) C++
- (d) Which option allows us to apply motion to objects on a slide ?
- i) Transition ii) Animation iii) Slide Show iv) Design

- 2. Answer any three of the following questions: 2x3=6**
- (a) What are the functions of ALU ?
 - (b) Write different advantages of a Macro.
 - (c) Explain Footnote and Endnote in MS Word.
 - (d) What are the different views of a MS PowerPoint.

- 3. Answer any two from the following questions: 5x2=10**
- (a) Describe Computer Memory and Storage systems.
 - (b) How does the 'Restrict Editing' option help in protecting a document ? Explain the different levels of protection available in MS Word.
 - (c) What is cell referencing ? Describe different types of cell referencing.

- 4. Answer any one from the following questions. 10x1=10**
- (a) Explain how to create a Macro for database in worksheet with suitable example.
 - (b) What is ROM ? How ROM is different from RAM ?
Explain different types of ROM.
