

Roll No: \_\_\_\_\_  
Date: \_\_/\_\_/\_\_

# St. Claret College

Autonomous, Bengaluru

UG END SEMESTER EXAMINATION-NOV 2025

B.COM I SEMESTER

BC 1625: FUNDAMENTALS OF COMPUTERS

TIME: 3 hours.

13

MAX. MARKS: 80

This paper contains TWO printed pages and FOUR parts

## Instructions:

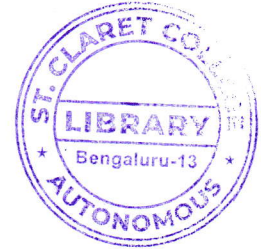
1. Verify and ensure that the question paper is completely printed.
2. Any discrepancies or questions about the exam paper must be reported to the COE within 1 hour after the examination.
3. Students must check the course title and course code before answering the questions.

## PART-A

Answer ALL questions. Each answer carries ONE mark.

[ 1 x 10 = 10]

1. Which of the following is an example of system software?  
A. MS Word  
B. Google Chrome  
C. Operating System  
D. Adobe Photoshop
2. What does LAN stand for?  
A. Large Area Network  
B. Local Access Network  
C. Local Area Network  
D. Limited Area Network
3. Which tab in Word contains options for inserting pictures and shapes?  
A. Home  
B. Insert  
C. Design  
D. Layout
4. Which feature is used to correct spelling errors in MS Word?  
A. Grammar Checker  
B. Dictionary  
C. Thesaurus  
D. Spelling & Grammar
5. To align text to the center, you use which shortcut?  
A. Ctrl + L  
B. Ctrl + R  
C. Ctrl + E  
D. Ctrl + C
6. Which Canva feature lets you move elements forward or backward?  
A. Rotate  
B. Resize  
C. Layers  
D. Arrange
7. Which symbol is used for multiplication in Excel formulas?  
A. x  
B. \*  
C. ^  
D. %



8. Which chart is best for showing trends over time?  
A. Pie Chart  
B. Column Chart  
C. Line Chart  
D. Bar Chart
9. Which of the following is a virtual assistant?  
A. Google Drive  
B. Alexa  
C. Dropbox  
D. Canva
10. Which of the following is a common cybersecurity threat?  
A. Flash fill  
B. Malware  
C. VPN  
D. HTTPS

#### PART-B

**Answer any THREE questions. Each answer carries EIGHT marks. [8 x 3= 24]**

11. What are the different types of memory in a computer system? Explain with examples.
12. Explain in detail the steps of mail merge with a suitable example.
13. What are the key differences between MS PowerPoint and Canva in terms of usage, flexibility, and features? When would you prefer one over the other? Justify your answer.
14. Explain the steps to create a simple chart in Excel. Explain types of charts and their uses.
15. Explain the concept of Cyber Ethics. How can students and professionals avoid plagiarism and maintain a clean digital footprint?

#### PART-C

**Answer any THREE questions. Each answer carries TWELVE marks. [12x 3 = 36]**

16. Explain the block diagram of a computer system. Describe each component with its function.
17. Discuss the applications of AI in business fields such as customer service, marketing, and HR.
18. Discuss the various types of software with suitable examples. Explain the difference between system software and application software.
19. Write a short note on Canva application.
20. Explain Basic arithmetic operators, Basic functions, and Functions in MS excel.

#### PART-D

**Answer the question. Answer carries TEN marks. [1 x 10 = 10]**

21. Riya, a marketing executive, has been asked to prepare a professional project report in **Microsoft Word** for her company's annual meeting. The report should look polished and consistent. She needs to include formatted text, properly aligned paragraphs, relevant images, and use predefined styles for headings and subheadings. Additionally, she must insert the company logo in the header, add page numbers in the footer, perform a spell check to correct any errors, and finally save the document as a **PDF** for official submission. Explain the step-by-step process Riya should follow to create and format a professional document **in MS Word**, discussing features such as text formatting, paragraph alignment, insertion of images, use of styles, headers/footers, spell check, templates, and saving the document as a PDF.