UNIVERSITY OF NORTH BENGAL
B.Sc. Sec 1st Semester Examination, 2023

UCMSSEC11001-COMPUTER SCIENCE
SYSTEM TOOLS & PERIPHERAL AND OFFICE AUTOMATION

Time Allotted: 2 Hours   Full Marks: 40

The figures in the margin indicate full marks.

GROUP-A
Answer any *five* questions   1×5 = 5

1.   What is cache memory?

2.   What is the file extension of MS-Word document in Office 2007?

3.   What is the main purpose of Optical Character Recognition (OCR)?

4.   What is an assembler?

5.   What is the purpose of "Autosum" in MS-Excel?

6.   What is the maximum number of rows in MS-Excel sheet?

7.   Second generation of computer was based on which technology?

8.   What does EPROM stand for?

9.   Why headers and footers are used in MS-Word?

GROUP-B
Answer any *three* questions   5×3 = 15

10. Describe the functions of various units of a digital computer using a block diagram.

11. How do RAM and ROM differ from each other? What is SRAM?

12. What are the advantages of Mail merge? How to incorporate Clip Art into a presentation?

13. Discuss the difference between relative and absolute cell references in Excel, and give an example to demonstrate their use in formulas.

14. Discuss the concept of animation in MS-PowerPoint.

GROUP-C

Answer any *two* questions   10×2 = 20

15. Explain any five MS-Excel functions to analyze the data including how you would calculate total sales, average, monthly sales and identify the month with the highest sales.

16. Describe the types of charts commonly used in presentation and provide a brief explanation of when to use each type.

17. Explain the difference between interpreters, compilers and assemblers.

18. Explain the steps involved in performing a mail merge using MS-Word. Explain following formatting options available in MS-Word:
    (a) Font styles
    (b) Paragraph Alignment
    (c) Bullets and Numbering
    (d) Line Spacing
    (e) Page Margins.

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