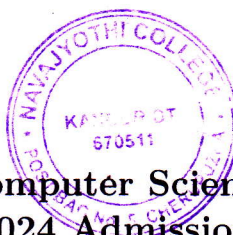


Reg No:.....  
Name :.....

K24FY 1416 (B)



**First Semester FYUGP Computer Science Examination**  
**NOVEMBER 2024 (2024 Admission onwards)**  
**KU1DSCCAP103 (ESSENTIAL IT TOOLS)**  
**(DATE OF EXAM: 4-12-2024)**

Time : 90 min

Maximum Marks : 50

**Part A (Answer any 6 questions. Each carries 2 marks)**

1. What is Information Technology (IT) and what are its primary components? 2
2. What are the basic functions of text selection in document editing? 2
3. How does adding links to external resources enhance the reader's experience? 2
4. How do you insert an image into a Google Doc? 2
5. How can you sort and filter data in Excel? 2
6. What is a cell address in a spreadsheet, and how is it determined? 2
7. What are PivotTables, and how do they assist in data analysis? 2
8. Describe the process of inserting and editing text on slides. What formatting options are commonly available? 2

**Part B (Answer any 4 questions. Each carries 6 marks)**

9. Discuss the process of collaborative document editing in Google Drive and its benefits. 6
10. Discuss how you would use tables to present data effectively, including considerations for cell alignment and shading. 6
11. Propose a method for using Google Docs' real-time collaboration features to manage a time-sensitive project with team members across different time zones. How would you ensure efficient collaboration and communication? 6
12. Analyze the differences between Google Sheets and Microsoft Excel in terms of their features for data analysis. In what situations might one be preferred over the other? 6
13. Propose a creative way to incorporate visual elements such as conditional formatting or color coding alongside your charts and graphs to enhance the visual appeal and clarity of the data presentation. 6



14. Suppose you are preparing a group project presentation, and each member is responsible for a different section. Propose a strategy for collaborating on inserting and editing text on slides to ensure consistency in design and messaging across the entire presentation. 6

**Part C (Answer any 1 question(s). Each carries 14 marks)**

15. (a) Outline the steps for setting up a PivotTable in Excel. 7  
(b) Create a step-by-step guide for analyzing data using charts in Excel. 7
16. (a) Explain the benefits of using Google Drive for file management. 7  
(b) Develop a user manual for navigating the Google interface and utilising key features of Google Workspace. 7