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First Semester FYUGP Computer Science Examination NOVEMBER 2024 (2024 Admission onwards)
KU1DSCCAP103 (ESSENTIAL IT TOOLS)
(DATE OF EXAM: 6-12-2024)

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14. You are creating a corporate presentation that needs to include background music and sound effects. Propose a plan for strategically adding sound elements to enhance the presentation while ensuring they don't overshadow the speaker's message.

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

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- 15. (a) Explain the benefits of using Google Drive for file management.
  - (b) Define Information Technology (IT) and discuss its significance in modern business operations.

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- 16. (a) Create a step-by-step guide for entering and formatting data in Excel. 7
  - (b) Explain how you would use sorting and filtering to analyse sales data. 7