

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



K24FY 1416 (C)

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

Time : 90 min

Maximum Marks : 50

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

1. List and describe three basic concepts related to IT terminology. 2
2. What are the steps do you need to follow to insert a table into a document? 2
3. What is document encryption? 2
4. What is a password-protected document? 2
5. Describe the purpose of statistical functions in a spreadsheet. What is one common statistical function? 2
6. What is the process for adding pictures to slides? How can images enhance a presentation? 2
7. What are some advantages of using Google Slides over traditional presentation software? 2
8. How does collaborative editing work in Google Slides? What benefits does it provide for teams? 2

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

9. Describe the process of creating a Google account and managing its settings. What steps would you take to ensure the account is secure? 6
10. Describe how to select multiple non-contiguous pieces of text in a document. How does this help in editing text? 6
11. Assess the importance of proper referencing and citations in academic and professional documents. How does this practice support credibility and integrity? 6
12. Imagine you're working on a project that requires logical analysis. How would you use Logical Functions (e.g., IF statements) to generate conditional results based on specific criteria? Provide an example of a real-world situation where this would be useful. 6
13. Imagine you need to frequently update a presentation with new data or information. How would you organize and save your presentation in such a way that makes it easy to continuously edit, update, and share without losing track of previous versions? 6

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. 6

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

15. (a) Explain the benefits of using Google Drive for file management. 7  
(b) Define Information Technology (IT) and discuss its significance in modern business operations. 7
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