

Roll No:

Date: \_\_/\_\_/\_\_

# St. Claret College

Autonomous, Bengaluru

13  
UG END SEMESTER EXAMINATION-NOV 2025  
BACHELOR OF BUSINESS ADMINISTRATION – I SEMESTER  
BM 1625: FUNDAMENTALS OF COMPUTERS

TIME: 3 hours.

MAX. MARKS: 80

This paper contains two printed pages and four parts

**Instructions:**

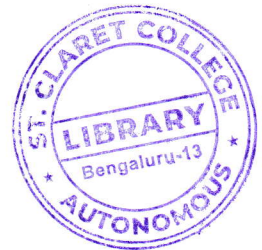
1. Verify and ensure that the question paper is completely printed.
2. Any discrepancies or questions about the exam paper must be reported to the COE within 1 hour after the examination.
3. Students must check the course title and course code before answering the questions.

**PART-A**

Answer ALL questions. Each answer carries ONE mark.

[ 1 x 10 = 10]

1. Which type of memory is volatile in nature?  
a) ROM b) RAM c) Hard Disk d) Pen Drive
2. LAN, MAN, and WAN are classified based on:  
a) Speed of internet b) Geographical coverage c) Type of devices used d) Operating system
3. In MS Word, which feature helps in checking grammar and spelling?  
a) Track Changes b) Thesaurus c) Proofing Tools d) Page Layout
4. Which of the following is not a valid file format in MS Word?  
a) DOCX b) TXT c) PDF d) XLSX
5. In PowerPoint, transitions are applied to:  
a) Text only b) Images only c) Slides d) Charts
6. Which of the following is not a design type available in Canva?  
a) Social media posts b) Posters c) Resumes d) BIOS Setup
7. Which of the following is a function in MS Excel?  
a) PRINT b) SAVE c) SUM d) FORMAT
8. The feature in Excel that automatically fills data based on a pattern is called:  
a) Data Validation b) Auto Fill c) Filtering d) Charting
9. Which of the following is an example of a virtual assistant?  
a) Canva b) Siri c) Excel d) PowerPoint
10. Ransomware is best described as:  
a) A program that steals passwords  
b) A virus that deletes data automatically  
c) Malicious software that locks data until payment is made  
d) Software update tool



**PART-B**

**Answer any THREE questions. Each answer carries EIGHT marks.**

**[3 x 8=24]**

11. Explain the basic interface and key functionalities of MS Word with suitable examples.
12. Describe the block diagram of a computer.
13. Discuss the major features and functionalities of MS PowerPoint and Canva in creating effective presentations and designs.
14. Explain the key features and basic functionalities of MS Excel with examples of formulas, functions, and business applications.
15. Difference between Narrow AI and General AI.

**PART-C**

**Answer any THREE questions. Each answer carries TWELVE marks.**

**[3x 12=36]**

16. What is network? Explain the different types of networks along with their main features and suitable examples.
17. What is an Operating System (OS)? Describe the different types of operating systems and explain their key features.
18. List and explain the important shortcut keys used in MS Word.
19. What is Canva? Explain its interface and design features in detail.
20. Write a note on
  - a. Applications of AI in Business
  - b. Importance of Cybersecurity

**PART-D**

**Answer the following case study. Each answer carries TEN marks.**

**[1x10 =10]**

21. The HR department of Monke Company maintains attendance and performance grades for employees. The HR manager wants to calculate attendance percentage and monitor employee performance.
  - a) How would you structure the Excel sheet to include Employee Name, Present Days, Total Days, and Grade?
  - b) Write the formula to calculate Attendance %.
  - c) Explain how COUNT and COUNTA functions can be used to find the number of employees with Grade "A" and the total number of records.
  - d) Describe the purpose of Data Validation and how it ensures grades are only A, B, or C.
  - e) Explain how you would represent attendance percentage in a bar chart.

\*\*\*\*\*