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