

PRACTICE SET
End Semester Examination, December, 2025

Program: BBA

Semester: I

Course: Word & Presentation Tools

Course Code: 32ASEC102

Course Outcomes	Description
CO1	The core components and characteristics of computers, highlighting their role in modern society and various industries.
CO2	Create new documents with proper formatting and structure
CO3	Identify the core functions of PowerPoint for creating dynamic presentations

SECTION A

(EACH QUESTION CARRIES 5 MARKS)

1. Define data, instruction, and information. [CO1] [Unit 1] [Remember, LOT]
2. Mention five advantages of computers and five limitations of computers. [CO1] [Unit 1] [Understand, LOT]
3. What is hardware and what is software? Give two examples of each. [CO1] [Unit 1] [Remember, LOT]
4. What is ALU (Arithmetic Logic Unit) and what is the function of ALU. [CO1] [Unit 1] [Remember,LOT]
5. Explain the primary memory? Give an example [CO1] [Unit 1] [Understand, LOT]
6. Define Number System and Convert the decimal number 45 to binary. [CO1] [Unit 1] [Understand, LOT]
7. Name any four fields where computers are used and how. [CO1] [Unit 1] [Understand, HOT]
8. Perform the following binary Addition subtractions and show your work: [CO1] [Unit 1] [Evaluate, HOT]
 - a) $(1101)_2 + (1011)_2$
 - b) $(100101)_2 - (10110)_2$

9. Explain the steps to create a new document in Microsoft Word.
[CO2] [Unit 2] [Understand, LOT]
10. Describe how to change the alignment of a paragraph in Word.
[CO2] [Unit 2] [Understand, HOT]
11. What is the purpose of using headers and footers in a document?
[CO2] [Unit 2] [Remember, LOT]
12. How do you insert page numbers in a Word document?
[CO2] [Unit 2] [Understand, HOT]
13. Explain the steps involved in checking spelling and grammar in MS-Word.
[CO2] [Unit 3] [Understand, LOT]
14. How to create a bullet list and a numbered list in MS-Word.
[CO2] [Unit 3] [Analyze, HOT]
15. Explain the importance of using styles and templates in MS-Word.
[CO2] [Unit 3] [Understand, LOT]
16. Discuss the history of PowerPoint. How did it evolve from its inception to the present day.
[CO3] [Unit 4] [Analyze, HOT]
17. What is the Slide Sorter View? Discuss its importance and how it can be utilized in organizing a presentation.
[CO3] [Unit 4] [Remember, LOT]
18. What are the key features to keep in mind while presenting Slide.
[CO3] [Unit 4] [Remember, LOT]

SECTION B

(EACH QUESTION CARRIES 10 MARKS)

19. Explain the block diagram of a computer and describe the function of each unit.
[CO1] [Unit -1] [Understand, LOT]
20. Compare and contrast system software and application software?
[CO2] [Unit -1] [Analyze, HOT]
21. Illustrate the process of converting a binary number to a hexadecimal number with an example.
[CO2] [Unit -1] [Apply, HOT]
22. What is secondary memory? How does it differ from primary memory?
[CO1] [Unit -1] [Understand, HOT]
23. Explain the role of input and output devices with four examples of each.
[CO2] [Unit -1] [Understand, LOT]
24. What do mean by compiler? How does it differ from an interpreter? Provide examples of each.
[CO2] [Unit -1] [Remember, HOT]
25. Explain the different number systems (Decimal, Binary, Octal, and Hexadecimal) and their importance in computing.
[CO1] [Unit -1] [Understand, HOT]
26. Explain the process of mail merge in Microsoft Word.
[CO2] [Unit -2] [Understand, LOT]
27. How to use the 'Find and Replace' feature in Word. Provide examples where this feature would be particularly useful.
[CO2] [Unit -2] [Analyze, HOT]
28. Illustrate the steps to preview and print a document in Word. What are the different print settings that can be adjusted before printing?
[CO2] [Unit -2] [Understand, LOT]
29. Discuss the process of aligning text to the left, right, justify, and center in a Word document.

30. What is a Mail Merge in MS-Word? Outline the steps required to perform a Mail Merge operation. [CO2] [Unit -3] [Understand, HOT]
[CO2] [Unit -3] [Remember, LOT]
31. Describe the process of inserting and formatting images in MS-Word documents. What considerations should be taken into account when adding images to a document?? [CO2] [Unit -3] [Understand, LOT]
32. Explain the steps involved in creating, saving, and opening an existing presentation in PowerPoint. [CO3] [Unit -4] [Understand, LOT]
33. Describe the process of creating and saving a presentation using the Auto Content Wizard. How does it help in making presentations easier?? [CO3] [Unit -4] [Analyse, HOT]

SECTION C

(EACH QUESTION CARRIES 20 MARKS)

34. Elaborate computer System and discuss the various fields of application of computers, highlighting their impact on different sectors. [CO1] [Unit -1] [Analyse, HOT]
35. [CO1] [Unit -1] [Understand & Apply, HOT]
A. Describe the classification of computers based on size and functionality with examples.
B. Illustrate with a diagram the detailed structure and function of the central processing unit (CPU)
36. Compare and contrast the types and roles of RAM and ROM in a computer system. [CO1] [Unit -1] [Analyse, HOT]
37. [CO1] [Unit -1] [Evaluate, HOT]
1. Convert the binary number 10101 to its decimal equivalent.
2. Convert hexadecimal representation of the decimal number 255.
3. Convert the octal number 76 to its binary equivalent.
4. Convert binary equivalent of the hexadecimal number A9.
5. Convert the decimal number 64 to its octal representation.
38. Discuss the various formatting commands available in Word, including headings, styles, fonts, and sizes. Provide examples of how each can be used effectively in a document. [CO2] [Unit -2] [Analyse, HOT]
39. Illustrate the process of importing and exporting documents in Word. Include the steps for both operations and discuss the different formats that can be used. [CO2] [Unit -2][Apply, HOT]
40. [CO3] [Unit -3] [Analyse, HOT]
A. Discuss the purpose of hyperlinks in MS-Word documents. Provide examples of when hyperlinks are commonly used and how they enhance document usability.

B. Discuss the steps involved in creating and formatting tables in MS-Word. Include examples of when tables might be used in a document
41. [CO3] [Unit -4] [Apply, HOT]
A. Describe the different options available for printing slides in PowerPoint. How can you customize the print settings for different needs?

B. Explain the steps to add an organization chart to a PowerPoint presentation. Why are organization charts useful in presentations?

Summary Sheet:

CO Wise

CO	Q. No	Marks
CO1	1,2,3,4,5,6,7,8,19,22,25,34,35,36,37	150
CO2	9,10,11,12,13,14,15,20,21,23,24, 26,27,28,29,30,31,38	145
CO3	16,17,18,32,33,39,40,41	105
Total		400

Unit Wise

Unit	Q. No	Marks
Unit 1	1,2,3,4,5,6,7,8,19,20,21,22,23, 24,25,34,35,36,37	190
Unit 2	9,10,11,12,26,27,28,38,39	90
Unit 3	13,14,15,29,30,31,40	65
Unit 4	16,17,18,32,33,41	55
Total		400

Blooms Taxonomy Level (BTL) Wise

BTL	Q. No	Marks
LOT	1,2,3,4,5,6,9,10,11,13,15,17, 18,19,23,26,28,30,31,32	135
HOT	7,8,10,12,14,16,20,21,22,24,25, 27,29,33,34,35,36,37,38,39,40,41	265
Total		400

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Disclaimer: - This is a Practice Set. The Question in End term examination will differ from the Practice set. This Practice set is meant for practice only.