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| **University of Kerala** | | |
| Discipline: Business Management |  | Time: 1 Hour (60 Mins) |
| Course Code: UK1MDCMGT102 |  | Total Marks: 28 |
| Course Title: Automation Skill Development |  |  |
| Type of Course: MDC |  |  |
| Semester: 1 |  |  |
| Academic Level: 100-199 |  |  |
| Total Credit: 3, Theory: 2 Credit, Practical: 1 Credit |  |  |

Part A. 4 Marks. Time: 5 Minutes

Objective Type. 1 Mark Each. Answer All Questions

(Cognitive Level: Remember/Understand)

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| **Qn.**  **No.** | **Question** | **Cognitive**  **Level** | **Course**  **Outcome (CO)** |
| 1. | State the name of the software that manages hardware and system resources. | Remember | 1 |
| 2. | Define the function of the 'Ctrl + X' shortcut in MS Word | Remember | 2 |
| 3. | Describe the shortcut key for finding average in MS Excel | Understand | 3 |
| 4. | Outline an example for application software | Understand | 4 |

Part B. 8 Marks. Time: 15 Minutes

Short Answer. 2 Marks Each. Answer All Questions

(Cognitive Level: Understand/Apply)

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| --- | --- | --- | --- |
| **Qn.**  **No.** | **Question** | **Cognitive**  **Level** | **Course**  **Outcome (CO)** |
| 5. | Explain system software and application software | Understand | 1 |
| 6. | Explain the significance of the 'Review' tab in MS Word. | Understand | 2 |
| 7. | Demonstrate the steps to create a comprehensive sales report in Excel that includes charts and pivot tables for data analysis. | Apply | 3 |
| 8. | Apply the techniques for delivering a persuasive presentation using PowerPoint, including the use of animations and transitions. | Apply | 4 |

Part C. 16 Marks. Time: 40 Minutes

Long Answer. 4 Marks Each. Answer all 4 Questions, choosing among options within each question.

(Cognitive Level: Apply/Analyse/Evaluate/Create).

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| **Qn.**  **No.** | **Question** | **Cognitive**  **Level** | **Course**  **Outcome (CO)** |
| 9. | A. Demonstrate the features in Word you would use to create a professional-looking resume and enhance its appearance. | Apply | 2 |
|  | B. Apply the process of using the Mail Merge feature to create personalized letters for a mailing list. |  | 2 |
| 10. | A. Compare the use of formulas and functions in Excel, and describe the impact of each approach on the accuracy and efficiency of data analysis. | Analyze | 3 |
|  | B. Classify the process of identifying duplicates in a list of values in Excel. |  | 3 |
| 11. | A. Justify the situations would you recommend using charts and graphs over simple text for conveying data | Evaluate | 4 |
|  | B. Evaluate the impact of using images versus text on a slide, and discuss situations that may make one more effective than the other. |  | 4 |
| 12. | A. Construct a graphical presentation for creating an effective slide design | Create | 4 |
|  | B. Create a list of essential software applications for everyday use on a personal computer, including items along with reasons for their inclusion. |  | 1 |

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| **Cognitive Level** | **Marks** | **Percentage** |  | **Course Outcomes** | **Marks** | **Percentage** |
| Remember | 2 | 7.1 |  |  |  |  |
| Understand | 6 | 21.4 |  |  |  |  |
| Apply | 8 | 28.6 |  |  |  |  |
| Analyse | 4 | 14.3 |  |  |  |  |
| Evaluate | 4 | 14.3 |  |  |  |  |
| Create | 4 | 14.3 |  |  |  |  |
| **TOTAL** | 28 | 100.0 |  | **TOTAL** | **28** | **100** |