

**First Semester FYUGP Degree (Reg/Sup) Examination  
November 2025**

**KU1DSCCAP103 - ESSENTIAL IT TOOLS  
2024 Admission onwards**

Time : 1.5 hours

Maximum Marks : 50

**Section A**

**Answer any 6 questions. Each carry 2 marks.**

1. What is the purpose of the Find and Replace tool in document editing?
2. What are the basic functions of text selection in document editing?
3. Explain how logical functions work in a spreadsheet. Provide an example of a logical function.
4. What are logical functions in Excel?
5. What steps should be followed to save a presentation? What formats can it be saved in?
6. How do you add speaker notes to a slide, and why might this feature be useful?
7. What is Google Workspace?
8. What steps would you take to access Google Drive from your Google account?

**Section B**

**Answer any 4 questions. Each carry 6 marks.**

9. You are creating a presentation for a workshop, and you want to include an interactive table that users can engage with during the presentation. Describe how you would creatively insert and format the table to make it both informative and engaging.
10. You've been asked to create a visually stunning presentation with smooth transitions and animations. How would you use Transitions and Slide Timings to enhance the flow and pace of the presentation, ensuring that it captivates the audience without overwhelming them?
11. You are tasked with delivering a presentation that contains a lot of numbers and data. How would you enhance the text formatting (e.g., using bold, italics, color) to highlight key figures and statistics without overwhelming the audience?
12. Describe the process of creating a Google account and managing its settings. What steps would you take to ensure the account is secure?

13. Describe how you can create a new folder in Google Drive and organize files efficiently within that folder.
14. Explain how Google Calendar notifications work. How can you customise them to fit your needs for better time management?

### Section C

**Answer any 1 questions. Each carry 14 marks.**

15. Develop a comprehensive project that utilizes Mail Merge in Microsoft Word.
16. (a) Create a step-by-step guide for entering and formatting data in Excel.  
(b) Explain how you would use sorting and filtering to analyse sales data.

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