

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS) ,, _____
BSc DEGREE EXAMINATION DECEMBER 2018
(First Semester)

Branch- **BIOCHEMISTRY**

INTRODUCTION TO COMPUTERS & MS-OFFICE

Time : Three Hours

Maximum : 75 Marks

SECTION-A (20 Marks)

Answer **ALL** questions

ALL questions carry **EQUAL** marks (10 x2 = 20)

- 1 Define hardware.
- 2 What do you know about ALU?
- 3 How to save the document in word?
- 4 How to create a table?
- 5 Define templates.
- 6 Write about analyzing data with excel. *
- 7 Define objects.
- 8 How to prepare handouts?
- 9 Define internet.
- 10 Define worksheet.

SECTION - B (25 Marks)

Answer **ALL** Questions

ALL Questions Carry **EQUAL** Marks (5 x 5 -25)

- 11 a Write short notes on binary numbers.
OR
b Write a note on CPU. *
- 12 a How to constitute high quality table in word? Explain briefly.
••'.OR ' . •
b Give, the steps for adding references to your document.
- 13 a Write short notes on auto sizing work sheets.
OR
b Explain briefly about the linking and referencing in Excel.
- 14 a Discuss briefly about the formatting and checking number in power point presentation.
OR
b How to constitute templates in presentation?' Give example.
- 15 a Write short notes on internet.
OR
b Explain briefly about the power point presentation.

SECTION - C (30 Marks)

Answer any **THREE** Questions

ALL Questions Carry **EQUAL** Marks (3 x 10 = 30)

- 16 List out and explain in detail about input devices.
- 17 Explain the various steps to develop the effective document in word.
- 18 Define function. Explain in detail about using function and statistical function in excel.
- 19 Describe in detail about the applying transitions animation effects and