

P.S.G. COLLEGE OF ARTS & SCIENCES
(AUTONOMOUS)
BA DEGREE EXAMINATION DECEMBER 2018
(Fourth Semester)

Branch – **ECONOMICS**

COMPUTER APPLICATIONS

Time : Three Hours

Maximum : 75 Marks

SECTION-A (20 Marks)

Answer **ALL** questions

ALL questions carry **EQUAL** marks (10 x 2 = 20)

- 1 What are the different types of computers?
- 2 What is a CPU?
- 3 How do you edit a document in word?
- 4 Explain the steps in checking the spelling and grammar.
- 5 How to insert a table?
- 6 Write short notes on mail merge.
- 7 What is the use of Microsoft Excel?
- 8 How can you create charts using MS Excel?
- 9 Give shortcut key used for running a slide show in PowerPoint.
- 10 Write steps to save and close a slide presentation in Power Point.

SECTION - B (25 Marks)

Answer **ALL** Questions

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

- 11 a Discuss the various types of computers.
OR
b What are the functions of a computer?
- 12 a Explain the important features of MS Word.
OR
b State any five shortcut keys in MS Word.
- 13 a Give the procedure of creating a table in MS Word.
OR
b Describe the various menu options in MS Word with suitable illustration.
- 14 a Explain the use of logical and financial functions in MS Excel.
OR
b Explain different Chart types in MS Excel and explain the steps to create a chart using Wizard.
- 15 a How is Slide Sorter view different from Slide Show view?
OR
b Explain the animation features of MS Powerpoint.

SECTION - C (30 Marks)

Answer any **THREE** Questions

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

- 16 Draw a block diagram to illustrate the basic organization of a computer system and explain the functions of various units.
- 17 Describe the various options available in the main menu bar of MS-Word.
- 18 Discuss the uses of mail merge operation in MS Word and explain the steps involved in creating mail merge.
- 19 How are charts useful in Excel? Compare any three chart types available in Excel.
- 20 Show the steps involved in creating slide show.