PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)   -   \A?^UOS

BSc DEGREE EXAMINATION MAY 2017
(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   (1 0 x 2 = 20)

1   Define computer.
2   Comment on CPU.   . ʳ
3   How will you add Header and Footer?
4   How will you create Table?
5   Specify the number of rows and columns in a single Excel sheet.
6   List out statistical function.
7   How will you save your presentations?
8   Define animation.   ,   ''
9   Comment on Internet.   *
10   Specify the applications of HTML*

SECTION - B (25 Marks)
Answer ALL Questions
* ALL Questions Carry EQUAL Marks (5 x 5 = 25)

11 a Discuss the computer history. ' '
                              : OR   '   *
   ■ b Write short notes on output devices.

12* a Discuss the alignment and formatting options.

                              ᵒᴿ
    b* How will you add references in word documents and discuss it?

13 a Discuss functions in MS-Excel.
                              OR
    b How will you add reference in Excel Sheet?

14 a Analyse the slide components in the basic presentation.
                              OR
    b Discuss the preparation of hand outs.

15 a Discuss the steps for crating word document in HTML.
                    !   OR
    b * Analyse tfie role of internet in MS-office. •

SECTION - C (30 Marks)
Answer any THREE Questions
' ALL Questions Carry EQUAL Marks (3 x 10 = 30)

16   Elaborate the following : i) ALU ii) Binary numbers..

17 * Explain Main Menu and its usage with an example.

18   Prepare a Employee pay bill using Ms-Excel and discuss it.

19   Discuss the components of MS-power point.

20   Elaborate the procedure for saving Excel worksheet as web document.

Z-Z-Z   • END