

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
BA DEGREE EXAMINATION MAY 2017
(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 is a control unit in computers?
- 2 What is a CPU?
- 3 Write the steps involved in opening an existing document.
- 4 Explain the steps involved in bolding the character.
- 5 How to insert a table?
- 6 Write short notes on mail merge.
- 7 What is the use of Microsoft excel?
- 8 Define worksheet.
- 9 Name any two view options available in Power Point.
- 10 Write the 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 Explain the various types of computers.
OR
b Write note on main frame computers.
- 12 a Point out any five shortcut keys in MS Word.
OR
b Explain the procedure to add Header, Footers and page numbers in MS Word.
- 13 a Give the procedure of creating a table in MS Word.
OR
b Explain about the Mail-Merge with a Suitable example.
- 14 a Mention the shortcut key combinations used for navigating
(i) To the top of the worksheet (Cell A1) and (ii) To the end of a column.
OR
b Explain the 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 procedure to INSERT, DELETE and COPY slides in MS-Power Point.

SECTION - C (30 Marks)

Answer any THREE Questions .

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

- 16 Compare third and fourth generation computers.
- 17 Describe the various menu options in MS Word with suitable illustration how can you format a word document?
- 18 Explain the various types of views and styles in MS Word.
- 19 How are charts useful in Excel? Compare any three chart types available in Excel.
- 20 Show that steps involved in creating slide show.