

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BA DEGREE EXAMINATION DECEMBER 2022
(Fourth Semester)

Branch – ECONOMICS

COMPUTER APPLICATIONS

Time: Three Hours

Maximum: 75 Marks

SECTION-A (10 Marks)

Answer ALL questions

ALL questions carry EQUAL marks (10 x 1 = 10)

1. The section of CPU responsible for performing mathematical operations is
 - (i) Memory Unit
 - (ii) Registered Unit
 - (iii) Control Unit
 - (iv) Arithmetic logic Unit
2. Punched cards were first introduced by
 - (i) Powers
 - (ii) Pascal
 - (iii) Jacquard
 - (iv) Herman Hollerith
3. One of the following is not an operating system, identify?
 - (i) Windows
 - (ii) Linux
 - (iii) Java
 - (iv) Dos
4. The desktop contains small graphics called
 - (i) Logos
 - (ii) Pictures
 - (iii) Icons
 - (iv) Windows
5. The short cut key used to check the spelling & grammar
 - (i) F4
 - (ii) F5
 - (iii) F6
 - (iv) F7
6. The extension for an MS Word 2007 file is
 - (i) .txt
 - (ii) .rtf
 - (iii).docx
 - (iv) .xls
7. The feature of MS Excel quickly completes a series of data
 - (i) Auto Complete
 - (ii) Auto Fill
 - (iii) Fill Handle
 - (iv) Sorting
8. In MS Excel the formula always starts with
 - (i) *
 - (ii) +
 - (iii) =
 - (iv) /
9. In power point, themes could be found under
 - (i) Transition Tab
 - (ii) Design Tab
 - (iii) Insert Tab
 - (iv) Animation Tab
10. The standard protocol of the Internet is
 - (i) Java
 - (ii) Flash
 - (iii) HTML
 - (iv) TCP/IP

Cont...

SECTION - B (25 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks (5 x 5 = 25)

- 11 a Give an account on the generations of computers.
OR
b Differentiate between computer hardware and software.
- 12 a List down the accessories of windows.
OR
b Write short notes on windows application.
- 13 a Bring out the important features of MS Word.
OR
b Discuss the steps involved in creating Header and Footer in MS Word.
- 14 a Explain the role of formulas in MS Excel.
OR
b Differentiate between Sorting and filtering in MS Excel.
- 15 a Write brief note on different views in power Point.
OR
b Give an account on open source software.

SECTION -C (40 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks (5 x 8 = 40)

- 16 a Draw block diagram of a computer and explain the function of each unit.
OR
b Explain the classification of computers along with their applications.
- 17 a Explain the services provided by the operating system.
OR
b Elaborate the basic techniques for working with window.
- 18 a Explain in detail the different views available in MS word.
OR
b Describe the complete process of Mail Merge.
- 19 a Explain Conditional Formatting in MS Excel with example.
OR
b Discuss how to create and use the charts in MS Excel.
- 20 a Elucidate the steps for creating a Power Point Presentation.
OR
b Explain the steps followed in sending and receiving E-mails.