

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
BSc DEGREE EXAMINATION MAY 2019
(First Semester)

Branch - **BIOCHEMISTRY**

INTRODUCTION TO COMPUTERS AND MS-OFFICE

Time : Three Hours

Maximum : 75 Marks

SECTION-A (20 Marks)

Answer **ALL** questions

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

- 1 Define Computer.
- 2 What do you mean by Hardware? Give two examples.
- 3 Write the ways to correcting mistakes while typing a document.
- 4 State the four options provided by word for aligning paragraph text.
- 5 Explain any two codes for numbers with example.
- 6 Define (i) Work Book (ii) Worksheet in Excel.
- 7 What is Handout in PowerPoint?
- 8 List out the five different views in PowerPoint.
- 9 What is HTML?
- 10 What is PowerPoint Presentation?

SECTION - B (25 Marks)

Answer **ALL** Questions

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

- 11 a Write a short note on Software.
OR
b Discuss about Second and Third generation computers.
- 12 a Explain briefly about selecting document text with mouse.
OR
b How do you create a table in a document? Explain.
- 13 a Write a short note on Worksheet components with a diagram.
OR
b Explain about entering function to calculate sum and average in Excel with example.
- 14 a Write down the steps to a quality presentation with PowerPoint.
OR
b What is the difference between Transition and Animation effects. How do you add them in slides?
- 15 a How do you save Excel Worksheet as a web document?
OR
b Explain about creating a static HTML page.

SECTION - C (30 Marks)

Answer any **THREE** Questions

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

- 16 Elucidate about any two Input devices and two output devices.
- 17 Explain about adding list and symbols in a document.
- 18 Describe about (i) Adjusting column width and row height (5)
(ii) Inserting and deleting cells in a worksheet. (5)
- 19 Discuss about adding objects to slides in PowerPoint.