

**PSG COLLEGE OF ARTS & SCIENCE**  
(AUTONOMOUS)  
**BA DEGREE EXAMINATION DECEMBER 2018**  
(Second Semester)

Branch - **MICROBIOLOGY**

**INTRODUCTION TO WINDOWS AND WEB DESIGNING**

Time : Three Hours

Maximum : 75 Marks

**SECTION-A (20 Marks)**

Answer **ALL** questions

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

- 1 Write the short cut keys to open and close a word document.
- 2 What is grammar checking?
- 3 How to create a new slide in Power Point?
- 4 List any 4 templates used in Power Point.
- 5 How to open an existing Excel worksheet?
- 6 Write the steps to insert chart in Excel.
- 7 Mention the features of internet.
- 8 What is the purpose of Web Browser?
- 9 Outline the structure of HTML document.
- 10 What is a Form?

**SECTION - B (25 Marks)**

Answer **ALL** Questions

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

- 11 a List the advantages of Word Processing.  
OR  
b Write a note on Table properties.
- 12 a Write the basics of PowerPoint.  
OR  
b Examine the slide transitions in PowerPoint.
- 13 a Discuss the merits of using Spreadsheets.  
OR  
b Discuss the different charts in Excel.
- M a i ) List the hardware and software requirements of internet. (2 marks)  
ii) Examine any 3 internet services. (3 marks)  
OR  
b Describe domains and sub domains.
- 15 a Analyze the 3 different types of lists in HTML.  
OR  
b With neat sketch, explain how to create a form and adding controls in HTML.

**SECTION - C (30 Marks)**

Answer any **THREE** Questions

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

- 16 Illustrate the steps to create different types of form letters in word.
- 17 Expound on formatting slides and how to color a text & objects in PowerPoint.
- 18 Explicate about Formulas and functions used in Excel.