PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
BSc DEGREE EXAMINATION MAY 2017
(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   How will you open a word document?
2   Write the short cut key to save a document.
3   List out any four menus in the Microsoft power point.
4   How to create a new slide in the power point?
5   What is excel?
6   How to open an existing excel worksheet?
7   What is Internet?
8   Define web browsers.
9   List out basic HTML tags.
10   How to save a HTML document?

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

11 a How to creating a word document? Explain.
                          OR
    b Explain about printing a document.   -

12 a   Write about basics of power point.
                          OR
    b What is templates? Explain.

13 a Discuss about advantages of using a spreadsheet.
                          OR
    b How to edit the contents of a cell ? Explain.

14 a Write about the resource of Internet.
                          OR
    b What is domains? Explain.

15 a Discuss about structure of HTML document.
                          OR
    b What is a form? Explain.

SECTION - C (30 Marks)
Answer any **THREE** Questions   ' '
ALL Questions Carry **EQUAL** Marks (3 x 1 0 = 30)

16   Discuss about inserting headers and foot notes.

17   Briefly explain about slide transitions.

18   Explain in details about formula and functions in Excel,

19   Briefly explain about ISP.

20   Explain about creating links in a HTML document.

                   Z-Z-Z   END