PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
BSc DEGREE EXAMINATION DECEMBER 2017
; (First Semester)

Branch - **BIOCHEMISTRY**

INTRODUCTION TO COMPUTERS & MS OFFICE

Time : Three Hours   Maximum : 75 Marks
SECTION-A (20 Marks)
Answer **ALL** questions
ALL questions carry **EQUAL** marks   (1 0 x 2 = 20)

1   What are the units of a computer?
2   List out any four input devices.
3   What do you mean by document in word?
4   Give the steps to edit a document in word.
5   Define Cell.
6   What is a worksheet?
7   Define presentation.
8   How are objects added to a presentation?
9   Define HTML.
10   Define a web document.

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

11 a Explain briefly the history of computers.
                          OR
    b Write short notes on software and hardware.

12 a Give the steps to-create a word document.
                          OR
    b How are tables created in word document? Explain briefly.

13 a Discuss briefly merging and editing of cell entries in Excel.
                          OR
    b   Give the steps to track the data with excel.

14 a Describe briefly the various steps to create a basic presentation.
                          OR
    b Explain the steps for formatting and checking numbers in a presentation.

15 a Write short notes on HTML.
                          OR
    b Explain the creation of a word document in HTML.

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

16   List out and explain various output devices in detail.

17   Explain in detail the formatting of pages and working with columns inMS word.

18   How will you create a chart in Excel? Explain with example.

19   Describe the procedure for applying transition animation   effects   and linking slides in a presentation.

20   Give the various steps in saving excel worksheets as web documents.