

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BA DEGREE EXAMINATION MAY 2024
(Fourth Semester)

Branch – ECONOMICS

COMPUTER APPLICATIONS

Time: Three Hours

Maximum: 50 Marks

SECTION-A (5 Marks)

Answer ALL questions
ALL questions carry EQUAL marks

(5 x 1 = 5)

- 1) The brain of the computer is _____
 - a) Central Processing Unit
 - b) Memory
 - c) Arithmetic and Logic unit
 - d) Memory unit
- 2) One of the following is not an operating system, identify?
 - a) Windows
 - b) Linux
 - c) Java
 - d) Dos
- 3) Which bar shows the current position as far the text goes?
 - a) Title bar
 - b) Status bar
 - c) Menu bar
 - d) Home tab
- 4) Statistical calculations and preparation of tables and graphs can be done using
 - a) Adobe Photoshop
 - b) Notepad
 - c) Excel
 - d) Power Point
- 5) What is the default power point standard layout?
 - a) Blank
 - b) Title slide
 - c) Title only
 - d) Comparison

SECTION - B (15 Marks)

Answer ALL Questions
ALL Questions Carry EQUAL Marks

(5 x 3 = 15)

- 6) a) What is input device? Write any four input devices.
(OR)
b) Differentiate between computer hardware and software.
- 7) a) What is Operating system?
(OR)
b) List down the accessories of windows.
- 8) a) How to create a new document in MS word?
(OR)
b) Write the steps to insert a table into a document?
- 9) a) How to create a chart and graph in MS Excel.
(OR)
b) Differentiate between Sorting and filtering in MS Excel.
- 10) a) What are the different views in Power Point?
(OR)
b) Illustrate the uses of social network?

Cont...

SECTION -C (30 Marks)

Answer ALL questions
ALL questions carry EQUAL Marks

(5 x 6 = 30)

- 11) a) Explain about various generations of Computers.
(OR)
b) Elucidate the characteristics of Computer?
- 12) a) Explain the types of Operating System
(OR)
b) Point out the functions of Operating System.
- 13) a) Highlight the activate and deactivate a hyperlink in MS Word.
(OR)
b) Describe the complete process of Mail Merge.
- 14) a) Explain the various types of charts.
(OR)
b) Discuss the usage of MS Excel.
- 15) a) Describe the advantages and disadvantages of Internet.
(OR)
b) Explain in brief the features of Power Point presentation.

Z-Z-Z END