

PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)

BA DEGREE EXAMINATION MAY 2022
(Fourth Semester)

Branch – ECONOMICS

COMPUTER APPLICATIONS

Time: Three Hours

Maximum: 75 Marks

SECTION-A (10 Marks)

Answer ALL questions

ALL questions carry EQUAL marks (10 x 1 = 10)

1. _____ refers to the capability of a computer to perform different kinds of works
(i) Diligence (ii) Accuracy (iii) Versatility (iv) Reliability
2. The function of a Super computer is called
(i) Multi processing (ii) Parallel processing
(iii) Both (a) and (b) (iv) None of the above
3. Which of the following is the function of the Operating system ?
(i) Memory management (ii) File Management
(iii) Device Management (iv) All the above
4. Windows was first introduced by Microsoft on
(i) 20th November 1985 (ii) 21st November 1985
(iii) 22nd November 1985 (iv) 23rd November 1985
5. The shortcut for creating a new document is
(i) Ctrl + X (ii) Ctrl + S (iii) Ctrl + N (iv) Ctrl + Y
6. Which menu is selected for inserting Header and Footer ?
(i) Insert (ii) Home (iii) Review (iv) Page layout
7. Getting data from a cell located in a different sheet is called
(i) Accessing (ii) Referencing
(iii) Updating (iv) Functioning
8. In Excel, you can sum a large range of data by simply selecting a tool button called
(i) Autofill (ii) Auto correct
(iii) Auto sum (iv) Auto format
9. Powerpoint presentations are widely used as
(i) Note outlines for teachers (ii) Project presentations by students
(iii) Communication of planning (iv) All the above
10. What Powerpoint feature will you use to apply motion effects to different objects of a slide ?
(i) Slide Transition (ii) Slide design
(iii) Animation Objects (iv) Animation Scheme

SECTION - B (25 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks (5 x 5 = 25)

11. a) Bring out the characteristics of computer.

(OR)

- b) State the input devices in computer.

Cont...

12. a) Outline the objectives of Operating systems .

(OR)

- b) Classify the characteristics of Operating system .

13. a) How to create a new document in MS – Word ?

(OR)

- b) How to insert Header and Footer in MS – Word ?

14. a) How to create charts in MS – Excel ?

(OR)

- b) How to insert or delete a row or column in MS – Excel ?

15. a) Describe the methods for adding slides in MS – Powerpoint.

(OR)

- b) How to start and end a slideshow in MS – Powerpoint ?

SECTION -C (40 Marks)

Answer ALL questions

ALL questions carry EQUAL Marks (5 x 8 = 40)

16. a) Examine the block diagram of computer.

(OR)

- b) Discuss the classification of computers.

17. a) Summarise the types of Operating system.

(OR)

- b) Outline the procedure to copy, move and rename the files and folders in windows.

18. a) Analyse the inserting of table in MS – Word.

(OR)

- b) Highlight the activate and deactivate a hyperlink in MS – Word ?

19. a) Enumerate the procedure to insert mathematical and statistical functions in MS – Excel.

(OR)

- b) Trace the methods to calculate correlation using data analysis toolpak .

20. a) Examine the various types of presentations in MS – Powerpoint.

(OR)

- b) Discover the procedure to insert animation schemes in MS – Powerpoint .

Z-Z-Z END