PSG COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS)
BA DEGREE EXAMINATION DECEMBER 2019
(Fourth Semester)

Branch- **ECONOMICS**

COMPUTER APPLICATIONS

Time : Three Hours   Maximum : 75 Marks

SECTION-A (20 Marks)
Answer **ALL** questions
ALL questions carry **EQUAL** marks   (1 0 x 2 = 20)

1   Define Operating System.
2   Name any four System Software.
3   Write down the shortcut keys used for spell check and grammar check.
4   How to move, copy and paste text in Ms Word?
5   What is a Template?
6   What are the ways of enhancing a document in MS Word?
7   What is a Spread Sheet?
8   Write down the formula for calculating AGR and CAGR in MS Excel.
9   What is PPT? Give short cut key used for running a slide show.
10   What is Custom animation?

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

11 a Explain the classifications of computers.
OR
b What are the different generation of computers?

12 a Write the important features of MS Word.
OR
b   Explain the steps for creating Header and Footer in Ms Word.

13 a   Explain the options available in Word for formatting paragraph.
OR
b How will you create a table in the document and add a required number of
rows and columns in a table?

14 a   State the advantages of using MS Excel.
OR
b Explain the arithmetic operators used in Ms Excel with examples.

15 a Write a note on different views in a power point.
OR
b Write the steps to save and close a slide presentation in Power Point.

SECTION - C (30 Marks)
Answer any **THREE** Questions
ALL Questions Carry **EQUAL** Marks (3 x 10 = 30)

16   Explain thefundamental components of a computer witha neat diagram.

17   Discuss thedifferent views available in Ms Word.

18   Explain thesteps involved in creating Mail Merge.

19   Discuss how to create and use the charts and tables in MS Excel.