

**PSG COLLEGE OF ARTS & SCIENCE**  
(AUTONOMOUS)  
**BA DEGREE EXAMINATION MAY 2018**  
(Fourth Semester)

Branch- **ECONOMICS**

**COMPUTER APPLICATIONS**

Time : Three Hours

Maximum : 75 Marks

**SECTION-A (20 Marks)**

Answer **ALL** questions

**ALL** questions carry **EQUAL** marks (10x2 = 20)

- 1 What is computer?
- 2 Define operating system.
- 3 How to check spelling and grammar in MS-Word?
- 4 Specify the use of move, copy and paste text in Ms-Word.
- 5 What is MS-Word?
- 6 Write the key combination to find and replace the words.
- 7 What is spread sheet?
- 8 How to insert and delete a row and column?
- 9 What is a power point?
- 10 What is custom animation?

**SECTION - B (25 Marks)**

Answer **ALL** Questions

**ALL** Questions Carry **EQUAL** Marks (5 x 5 = 25)

- 11 a What are the generations of computer?  
OR  
b List out the components of a computer.
- 12 a Write down the steps for creating header and footer in MS-Word.  
OR  
b Mention the important features of MS-Word.
- 13 a What are the uses of MS-Word?  
OR  
b Point out the various options available in word for formatting a paragraph.
- 14 a What are the parts of MS-Excel worksheet?  
OR  
b List out the advantages of MS- Excel.
- 15 a Write a short note on views in powerpoint.  
OR  
b How to improve objects from other applications?

**SECTION - C (30 Marks)**

Answer any **THREE** Questions

**ALL** Questions Carry **EQUAL** Marks (3 x 10 = 30)

- 16 Explain the classifications of computers.
- 17 Discuss the various views available in MS-Word.
- 18 Illustrate the steps involved in creating mail merge.
- 19 Elaborate to create and use the charts and tables in MS-Excel.
- 20 Examine the procedures involved in creating and organizing a slide show.

**Z-Z-Z**

**END**