

**M. A. DEGREE EXAMINATION, NOVEMBER 2007**  
**PUBLIC RELATIONS**  
**FIRST SEMESTER**

**COURSE : ELECTIVE**

**PAPER : COMPUTER BASICS FOR PUBLIC RELATIONS**

**TIME : 1½ HOURS**

**MAX. MARKS: 50**

**SECTION – A**

**ANSWER ALL QUESTIONS IN NOT LESS THAN 50 WORDS: (5 X 2 = 10)**

1. Compare system software and application software.
2. What is GUI? Give example for it.
3. What is a Recycle Bin?
4. What is the use of Mail merge and give a example of where it can applied.
5. List out the various Document views in MS Word.

**SECTION – B**

**ANSWER ANY FOUR QUESTIONS IN NOT LESS THAN 250 WORDS:(4 X 5 = 20 )**

6. Explain what is a chart and how do you use in Excel in detail.
7. What are the various ways in which you can highlight the important points in your document? Explain.
8. Explain the following.
  - (a) Dir command
  - (b) To change the system date and time
  - (c) To remove a folder from the system memory.
  - (d) Difference between folder and a file.
  - (e) Task bar
9. How to include animation in your slide? Explain in detail.
10. Explain the various filtering options available in MS Access in detail.

**SECTION – C****ANSWER ANY ONE QUESTION IN NOT LESS THAN 1000 WORDS: (1 X 20 = 20)**

11. Write short notes on the following:
- (a) Correcting errors in MS word. (4)
  - (b) Sorting options in MS Access (2)
  - (c) Use of hyperlink (2)
  - (d) Printing options (3)
  - (v) Comparison of MS DOS and MS windows (4)
  - (vi) Working with Master slides (5)
12. (a) Explain any 6 functions in MS Excel. (6)
- (b) What is a desk top? (2)
- (c) Create a table in MS Access which contains the employees salary details.  
The fields are emp no, basic pay, Dearness allowance, Provident fund,,  
HRA, Gross pay, Net pay. Give the appropriate data types and justify  
Why that data type is used and explain which field can be made as a Primary  
key and why? (12)

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