

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI 600 086
(For candidates admitted during the academic year 2008 – 09 & thereafter)

SUBJECT CODE: PR/PE/CB14

M. A. DEGREE EXAMINATION, NOVEMBER 2008
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. What does a Desktop contain? Explain any two.
2. Give the difference between a folder and a file.
3. What is a clipboard?
4. What is an operating system? List any two Operating systems.
5. What is a database? Why do we need it?

SECTION – B

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

6. What are the different ways by which you can correct your document using MS.Word. Explain them in detail.
7. Give any five built-in functions and explain how to perform them in Excel.
8. Explain the difference between
a) Save and Save as b) cut and copy c) single click and double click
of left mouse button.
9. Explain how to insert pictures and create hyperlinks in PowerPoint. Compare design templates and auto content wizards in PowerPoint.

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

10. Write short notes on the following:
- (a) Filters available in excel (5)
 - (b) cells, rows, columns and worksheets in excel (5)
 - (c) Printing options. (5)
 - (d) various ways of highlighting the important text in word (5)
11. Give short notes for the following using powerpoint
- (a) Creating animations. (4)
 - (b) Working with master slides. (4)
 - (c) Various views available (4)
 - (d) tools for correcting. (3)
 - (e) difference between slide design and slide layout (3)
 - (f) Change the background color of the slide (2)
12. What is a database, table, record, field and data type? Explain these by creating a employee personal details table. Should you have a primary key for your table and explain why? Explain the various types of filters available in access and give the filter which can be applied to get the records of employees residing in Chennai and explain how.
