

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI 600 086

(For candidates admitted during the academic year 2009– 10)

SUBJECT CODE: PR/PE/CA33

M. A. DEGREE EXAMINATION, NOVEMBER 2010

PUBLIC RELATIONS

THIRD SEMESTER

COURSE : ELECTIVE

PAPER : COMPUTERS: ADVANCED LEVEL

TIME : 1 ½ HOURS

MAX. MARKS: 50

SECTION – A

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

1. How to insert bookmarks in MS Word?
2. Write short notes on workbook and worksheet in MS Excel.
3. What is a template? How to save the presentation as a template?
4. What is a primary Key? Give an example.
5. Explain about Heading tag in HTML.

SECTION – B

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

6. Explain in detail about linking and embedding objects in MS Word.
7. Explain about filtering and validating datas in MS Excel.
8. Write short notes on spell check, auto correct options and creating hyperlinks in Powerpoint.
9. Write short notes on bgcolor, background, font attributes in HTML.
10. Write short notes on inserting images and creating paragraphs in HTML.

SECTION – C

ANSWER ANY ONE QUESTIONS IN NOT LESS THAN 1000 WORDS :(1 x 20 = 20)

11. a) How to create table of contents and table of figures in MS Word. (10)
b) Explain in detail about Goal Seek and Scenarios. (10)
12. a) Design a table to store employee_personal details and relate the employee_personal details table to employee_salary table. Include appropriate constraints and relationships wherever necessary. (10)
b) Give the structure of HTML. Write short notes on ordered and unordered list in HTML. (10)
