

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI 600 086
(For candidates admitted during the academic year 2009 – 10 & thereafter)

SUBJECT CODE: PR/PE/CB13

M. A. DEGREE EXAMINATION, NOVEMBER 2010
PUBLIC RELATIONS
FIRST SEMESTER

COURSE : ELECTIVE

PAPER : COMPUTERS: BASIC LEVEL

TIME : 1½ HOURS

MAX. MARKS: 50

SECTION – A

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

1. What is an Operating System?
2. Compare Folder and a File.
3. What is mail merge used for?
4. What are the file extensions of a) Word document b) Excel file c) Powerpoint presentation?
5. Write short notes on a) database b) table c) Record d) Field

SECTION – B

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

6. List any five features of MS Word? Explain them.
7. What is a Master Slide? How to use the master slide in the presentation?
8. Explain various presentation views in MS Powerpoint.
9. List the ways of filtering data in MS Excel? Explain them.

SECTION – C

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

10. List any five commands in MS-DOS and explain how the same is done in MS-WINDOWS.
11. Explain in detail about sorting and filtering data in MS Access.
12. Explain any five pre defined functions in Excel and explain them in detail.
