

STELLA MARIS COLLEGE (AUTONOMOUS) CHENNAI 600 086

(For candidates admitted during the academic year 2008 – 09)

SUBJECT CODE: PR/PE/CA33

M. A. DEGREE EXAMINATION, NOVEMBER 2009

PUBLIC RELATIONS

THIRD SEMESTER

COURSE : ELECTIVE

PAPER : COMPUTERS: ADVANCED LEVEL FOR PUBLIC RELATIONS

TIME : 1 ½ HOURS

MAX. MARKS: 50

SECTION – A

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

1. How can you secure your document? Explain any one way.
2. What can you achieve using conditional formula in excel?
3. List the ways by which you can correct the errors in your presentation.
4. What is a primary key? Give an example of a table which contains a primary key.
5. What is a static Web page?

SECTION – B

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

6. What is the difference between linked and embedded objects? How to do this in MS Word?
7. Explain when is Goal Seek used. Give an example.
8. Explain if structure in excel with example.
9. Explain any five insert options in PowerPoint.
10. Write short notes on a) heading tag b) align attribute

SECTION – C

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

11. (a) Write short notes on Scenarios
(b) Master slide and its uses.
ii) Write a HTML code to create a web page about the place you like, Include images, hyperlinks, font attributes in your code.
12. Create a table for employee personal details and employee salary details. Create one to many relationship between the two tables. Insert records in both the tables and explain the relationship in detail.
