

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

SUBJECT CODE: PR/PE/CB13

M. A. DEGREE EXAMINATION, NOVEMBER 2009
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? List any two.
2. What is the difference between Save and Save As?
3. Define Worksheet, Cell.
4. What is a master slide? What is its use?
5. What is a database and a table.

SECTION – B

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

6. Define a) Folder b) File c) Desktop d) Start button e) Shortcut.
7. Explain Text Formatting in MS Word in detail.
8. Explain any five built-in functions in Excel with example.
9. List the various views in Powerpoint and explain.

SECTION – C

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

10. a) Explain the various operations that can be performed in Windows Explorer. (10)
b) List any five DOS commands and explain how those commands can be performed in Windows. (10)
11. a) How to create, edit tables in MS Access? Explain by an appropriate example. Include a Primary key in your table and explain its purpose. (10)
b) Explain the types of filters in Access in detail. (10)
12. a) Explain the uses of Mail Merge. Give the steps to create it (8)
b) Explain all types of error corrections in MS Word in detail. (14)
