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(FOR THE CANDIDATES ADMITTED

22USW3A3

DURING THE ACADEMIC YEAR 2022 ONLY)

REG.NO.

N.G.M.COLLEGE (AUTONOMOUS): POLLACHI

END-OF-SEMESTER EXAMINATIONS: NOVEMBER 2023

BSW

MAXIMUM MARKS: 50

SEMESTER: III

TIME: 3 HOURS

PART - III

COMPUTER OFFICE AUTOMATION

SECTION – A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.(K1)

1. Who invented the computer history?

- a) Charles Babbage b) Alan Turing c) Ada Lovelace d) Richard Bird

2. Which is not in MS Word?

- a) Italic b) Magic tool c) Font d) Bold

3. What is the max Zoom percentage in MS PowerPoint?

- a) 400% b) 300% c) 200% d) 100%

4. The transmission of a file to our computer from the internet is called.

- a) Uploading b) Downloading c) Receiving file d) Saving

5. When SPSS is first open at the top of the screen is a.

- a) Status bar b) A & B c) Menu bar d) None of these

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. Definition of computer?

7. Explain the MS Word?

8. Define the MS Power Point?

9. Explain the Internet Security?

10. Explain the importance of SPSS.

(CONTD 2)

SECTION – B**(5 X 3 = 15 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)**

11. a) List out types of computers.
(OR)
b) Interpret the system software and application software.
12. a) Describe the feature of MS Word.
(OR)
b) List out Key board Shortcuts.
13. a) Examine the creating a blank presentation.
(OR)
b) Discover the slide show and editing custom slide.
14. a) Find out the Internet Services Providers.
(OR)
b) Sketch the need for Internet Security.
15. a) Assess the creating editing, coding and variables.
(OR)
b) Calculate and analysis – Mean, median & mode with example.

SECTION – C**(5 X 5 = 25 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K4/K5)**

16. a) Examine the history of computer.
(OR)
b) Analyze the need and importance of computers in Social Work Profession.
17. a) Discuss the introduction to MS Access.
(OR)
b) Summarize the Converting a word document into various formats.
18. a) Outline line the slide master header and footer, slide numbers date and time.
(OR)
b) Determine the basic applications and use of Corel Draw and Photoshop for Social Work Profession.
19. a) Interpret the creating e-mail account and anatomy of e-mail.
(OR)
b) Conclude the journals and e-books, ways and means to subscribe and publish.
20. a) Analysis the history and evolutions of SPSS.
(OR)
b) Point out the types of tables used in social research reports.
