

(FOR THE CANDIDATES ADMITTED

21UEL6E1

DURING THE ACADEMIC YEAR 2021

ONLY)

REG.NO.

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

END-OF-SEMESTER EXAMINATIONS : MAY 2024

B.A ENGLISH LITERATURE(AIDED)

MAXIMUM MARKS: 70

SEMESTER-VI

TIME : 3 HOURS

PART - III

21UEL6E1 – COMPUTING SKILLS FOR RESEARCH

SECTION - A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.

MULTIPLE CHOICE QUESTIONS.

(K1)

1. Microsoft is a _____ software.
a) Programming b) application c)system d)compiler
2. . _____ Key combination is used to make the text underlined.
a) CTRL+ U b) CTRL+ I c) CTRL+ B d)CTRL+ A
3. To select more than one slide in the presentation _____ is used.
a) Alt+ click on the slide b) ctrl+ click on the slide
c) just click on the slide d) shift + click on the slide
4. A search strategy is an organized structure of key terms used to search _____.
a)concepts b)Database c)theories d) results
5. The act of presenting someone else's work or idea as own is considered to be _____.
a)Plagiarism b) Academic dishonesty
c)Wrongful appropriation d)All of these

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES (K2)

6. What is office clipboard?
7. What is the use of highlighting?
8. Why do we use slide master in PowerPoint ?
9. What is systematic research?
10. What is MLA?

SECTION – B

(5 X 4 = 20 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)

11. a) What is MS Word, and what are its main uses?
(OR)
b) What are the main components of MS Word?

(CONTD 2)

12. a) How do you change the font size in MS Word? Explain in brief.
(OR)
b) Write a note on the types of text formatting in MS word.
13. a) Write a brief note on the different types of effects in PowerPoint.
(OR)
b) How do you delete the data, rows and columns in excel? Explain briefly.
14. a) How do you cite a book according to MLA? Write examples.
(OR)
b) Write a note on the in-text citations with examples.
15. a) How do you create a PowerPoint Presentation for the topic "Health is Wealth". Draw minimum 4 slides related to the given topic.
(OR)
b) Imagine yourself as a researcher and explain the search strategies that you have planned to use for your research.

SECTION - C

(4 X 10 = 40 MARKS)

ANSWER ANY FOUR OUT OF SIX QUESTIONS

(K4 (Or) K5)

(16th QUESTION IS COMPULSORY AND ANSWER ANY THREE QUESTIONS
(FROM Qn. No : 17 to 21)

16. Define Plagiarism. Explain the tips to avoid plagiarism in a research work.
17. Explain the most prominent features of MS Word? and describe how to insert footnotes and end notes in MS Word?
18. Explain on General formatting in MS word.
19. Explain in detail the benefits and features of MS Excel.
20. Convert the following source information for each source to an MLA-style listing suitable for a Works Cited page. Underline the parts that is to be italicized.
- a) **Author(s):** Don Tapscott and Anthony D. Williams **Book Title:** Wikinomics: How Mass Collaboration Changes Everything **Publishing Information:** New York. Portfolio. 2006 **Pages quoted:** 145-146
- b) **Title of article:** Out of time **Author:** Karl Vick **Editor(s):** Sylvan Barnet, William Burto, and William E. Cain. **Title of magazine:** Time magazine **Other information:** Volume 185, No. 12, April 6, 2015. **Article pages:** 28-39
- c) **Author:** Ella Griswold **Title:** The Fracturing of Pennsylvania **Website:** The New York Times Magazine **Date:** November 17, 2011 **Publisher/Sponsoring Company:** © 2015 The New York Times Company
URL: http://www.nytimes.com/2011/11/20/magazine/fracking-amwell-township.html?pagewanted=all&_r=0
- d) **Author(s):** none **Website:** Food & Water Watch **Webpage** (section of the website): Fracking **Date:** none **Publisher/Sponsoring Company:** Food & Water Watch
URL: <http://www.foodandwaterwatch.org/water/fracking/>
- e) **Author(s):** Cheryl Irmiter, John F. McCarthy, Kristen L. Barry, Soheil Soliman, and Frederic C. Blow **Title:** Reinstitutionalization Following Psychiatric Discharge Among VA Patients With Serious Mental Illness: A National Longitudinal Study **Publishing Information:** Psychiatric Quarterly, Vol.78 Iss.4, 279-286 **Online information:** doi:10.1007/s11126-007-9046-y or <http://ehis.ebscohost.com/> Access date
21. Explain with suitable illustrations on the best search strategy for information from your learning