(FOR THE CANDIDATES ADMITTED

DURING THE ACADEMIC YEAR 2023 ONLY)   REG.NO. :

23USW3A1

N.G.M.COLLEGE (AUTONOMOUS): POLLACHI
END-OF-SEMESTER EXAMINATIONS   : NOV AND 2024

COURSE NAME: BSW   **MAXIMUM MARKS: 75**

SEMESTER: III   **TIME: 3 HOURS**

PART - III
23USW3A1 – COMPUTER OFFICE AUTOMATION
SECTION – A   (10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.(K1)

1. Which generation of computers introduced integrated circuits?

   a) First Generation   b) Second Generation   c) Third Generation   d) Fourth Generation

2. Which keyboard shortcut is used to open a new document in MS Word?

   a) Ctrl + N   b) Ctrl + S   c) Ctrl + O   d) Ctrl + P

3. In MS PowerPoint, how can you change the layout of an existing slide?

   a) Design > Change Layout   b) Home > Layout   c) Insert > Slide Layout   d) View > Layout

4. Which feature allows you to attach a file to an email?

   a) Body   b) Signature   c) Header   d) Attachments

5. Which statistical measure is used to find the central tendency of a dataset in SPSS?

   a) Chi-square b) Mean, median and mode   c) Correlation coefficient   d) Frequency distribution

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

6. What a computer is and explain its basic components?

7. Describe the key features of MS Word?

8. What are the initial steps to set up a new presentation?

9. Explain the concept of an IP address?

10. Discuss the role of coding in SPSS?

SECTION – B (5 X 5 = 25 MARKS)

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

11. a) Assess the history of computers from their early development to the present day?
(OR)
b) Describe the need and importance of computers in the social work profession?

12. a) Discover the process of creating, saving and opening a document in MS Word?
(OR)
b) Sketch the steps involved in editing a document in MS Word?

13. a) Describe the methods for saving and editing a presentation in MS PowerPoint?
(OR)
b) Outline the steps to insert a new slide into an existing PowerPoint presentation?

14. a) List out the key aspects of Internet security?
(OR)
b) Describe the process of creating and managing an email account?

15. a) Discover and Trace the history and evolution of SPSS?
(OR)
b) Interpret the process for preparing coding sheets in SPSS.

SECTION – C (5 X 8 = 40 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K4 / K5)

16. a) Examine the various programming languages and their relevance to social work applications.

(OR)

b) Point out role of computers in improving documentation and reporting in social work.

17. a) Discuss the Introduce MS Access and describe its primary functions and uses.
(OR)
b) Interpret the process of formatting a worksheet in MS Excel.

18. a) Examine the process of adding and managing notes in MS PowerPoint.
(OR)
b) Discuss the basic applications and uses of CorelDraw and Photoshop in the social work profession?

19. a) Discuss the process of attaching files to an email and opening email attachments.
(OR)
b) Determine the Introduce the concepts of e-books and e-journals.

20. a) Examine the types of tables commonly used in social research reports generated by SPSS.
(OR)
b) Analyze and discuss the process of conducting chi-square tests in SPSS?

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