

N.G.M.COLLEGE (AUTONOMOUS) : POLLACHI
END-OF-SEMESTER EXAMINATIONS : MAY-2025
BA(ENGLISH LITERATURE)-AIDED **MAXIMUM MARKS: 50**
SEMESTER:VI **TIME : 3 HOURS**

PART-III**22UEL6E21- COMPUTING SKILLS FOR RESEARCH**
SECTION - A **(10 X 1 = 10 MARKS)****ANSWER THE FOLLOWING QUESTIONS.****MULTIPLE CHOICE QUESTIONS.****(K1)**

1. In MS Word, which feature allows you to automatically correct common spelling mistakes?

- A) AutoFormat
- B) Spell Check
- C) Thesaurus
- D) Grammar Check

2. What is the shortcut key for bold text in MS Word?

- A) Ctrl + U
- B) Ctrl + B
- C) Ctrl + I
- D) Ctrl + T

3. In PowerPoint, which view allows you to see all slides in thumbnail form?

- A) Slide Show View
- B) Normal View
- C) Slide Sorter View
- D) Reading View

4. Which of the following is an effective strategy for searching information on the internet?

- A) Using vague keywords
- B) Using quotation marks for exact phrases
- C) Relying on the first result only
- D) Avoiding advanced search options

5. What is the purpose of citing sources in academic writing?

- A) To make the paper longer
- B) To give credit to the original authors and avoid plagiarism
- C) To add unnecessary information
- D) To make the work look more professional

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

6. Trace the steps to create a new document in MS Word.

7. Show how to apply italics to a selected portion of text.

8. Interpret the function of the 'Slide Show' view in PowerPoint.

9. Relate the difference between 'Research' and 'Browsing' in terms of information searching.

10. Distinguish between 'MLA' and 'APA' citation styles.

(CONT...2)

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

11. a)Apply the steps involved in creating and saving a document in MS Word.(OR)
b)Compare the features and functions of the 'Ribbon' and 'Quick Access Toolbar' in MS Word.
12. a)Describe the steps for creating and applying styles for headings and subheadings to ensure uniform formatting in a document. (OR)
b)Compare the use of 'Bold', 'Italic', and 'Underline' text formatting tools and when each should be applied.
13. a)Sketch the steps required to insert a chart into an Excel worksheet, including how to choose the right chart type. (OR)
b)Solve the problem of creating a PowerPoint presentation with images, text, and transitions. Describe the process.
14. a)Bring out the the key differences between primary and secondary sources and explain how to evaluate the reliability of sources found online. (OR)
b)Apply the use of Boolean operators (AND, OR, NOT) to refine search results on an academic database.
15. a)Identify how to properly cite a website and a book using MLA style and why citations are necessary in academic writing.
(OR)
b)Shed light on the impact of plagiarism on academic integrity and the steps students can take to avoid it while writing research papers.

SECTION - C**(5X5 = 25 MARKS)****ANSWER ANY FOUR OUT OF SIX QUESTIONS****(K4 (Or) K5)**

16. a)Examine the steps to format text and insert page elements, such as headers, footers, and images, in a Word document. (OR)
b)Analyze how the 'Review' tab in MS Word can be used for collaboration, editing, and finalizing documents.
17. a)Investigate the use of character formatting options, including font size, color, and highlighting, in making a document more readable. (OR)
b)Inspect the various paragraph formatting options such as alignment, line spacing, and indentation in MS Word.
18. a)Classify the basic features of PowerPoint and Excel, explaining how each application serves different purposes. (OR)
b)Point out the key differences between relative and absolute cell references in Excel, and discuss their uses in formulas.
19. a)Compare and contrast the advantages and disadvantages of using search engines versus academic databases for finding scholarly articles. (OR)
b)Examine how to use online libraries and academic search engines to find reliable sources for a research paper.
20. a)Evaluate the concept of copyright and the legal consequences of violating copyright laws in academic and creative work. (OR)
b)Discuss how to create a bibliography or reference list using APA format, including how to cite journal articles and online sources.
