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(FOR THE CANDIDATES ADMITTED

23UEL6E21

DURING THE ACADEMIC YEAR 2023 ONLY)

REG.NO. :

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

END-OF-SEMESTER EXAMINATIONS: MAY 2026

B.A ENGLISH LITERATURE

MAXIMUM MARKS: 75

SEMESTER : VI

TIME : 3 HOURS

**PART - III**

**23UEL6E21- COMPUTING SKILLS FOR RESEARCH**

**SECTION – A**

**(10 X 1 = 10 MARKS)**

**ANSWER THE FOLLOWING QUESTIONS. (K1)**

1. MS Word is mainly used for:  
a) Data analysis      b) Word processing      c) Presentation      d) Programming
2. Which feature is used to change font style and size?  
a) Insert      b) Formatting      c) Layout      d) Review
3. Which software is used for spreadsheet calculations?  
a) Word      b) Excel      c) PowerPoint      d) Access
4. Which of the following is a scholarly source?  
a) Blog      b) Wikipedia      c) Peer-reviewed journal      d) Social media
5. MLA style uses which type of citation?  
a) Footnotes      b) Author-date      c) Author-page      d) Endnotes

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

6. What is the default extension of MS Word files?
7. What is the term for changing text appearance?
8. What is a worksheet in Excel called?
9. What is the process of locating information online?
10. What is copying others' work without credit called?

**SECTION – B**

**(5 X 5 = 25 MARKS)**

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

11. a) Explain the basic features of MS Word.

**(OR)**

- b) Describe how to create and save a document in MS Word.

**(CONTD .... 2)**

**Ethical paper**

12. a) Explain different text formatting tools in MS Word.

**(OR)**

b) Apply formatting techniques to improve document presentation.

13. a) Describe the basic features of PowerPoint and Excel.

**(OR)**

b) Explain how to create a simple presentation using PowerPoint.

14. a) Explain various information searching strategies.

**(OR)**

b) Apply methods to evaluate the reliability of sources.

15. a) Explain MLA citation rules.

**(OR)**

b) Demonstrate MLA citation for a book and a website.

**SECTION – C**

**(5 X 8 = 40 MARKS)**

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

16. a) Analyze the importance of MS word in academic research.

**(OR)**

b) Evaluate the advantages of digital documentation over manual writing.

17. a) Analyze how formatting improves readability and presentation.

**(OR)**

b) Evaluate the effectiveness of formatting tools in professional documents.

18. a) Analyze the role of PowerPoint and Excel in research work

**(OR)**

b) Evaluate the importance of visual representation of data.

19. a) Analyze different information searching strategies

**(OR)**

b) Evaluate the reliability of various information sources.

20. a) Analyze plagiarism and copyright issues in research.

**(OR)**

b) Evaluate the importance of proper documentation and citation in MLA style.

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