

**FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2020 ONLY)**

20UEL 513

REG.NO

NGM COLLEGE (AUTONOMOUS) POLLACHI

END-OF-SEMESTER EXAMINATIONS: DECEMBER-2022

B.A-ENGLISH LITERATURE(Aided & SF)

MAXIMUM MARKS: 70

V SEMESTER

TIME: 3 HOURS

PART III

COMPUTING SKILLS FOR RESEARCH

SECTION – A (10 X1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS

MULTIPLE CHOICE QUESTIONS

(K1)

1. _____ is one of the most sophisticated word processing programs available today.

a. MS office word 2009	b. MS office word2007
c. MS office word2013	d. MS office word 2004
2. In which grouping, the formatting of text is done in Word?

a. Tables, Paragraphs and Indexes	b. Paragraphs, Indexes and Sections
c. Characters, Sections and Paragraphs	d. Indexes, Characters and Tables
3. Which of these is the file extension for Microsoft PowerPoint presentation?

a. ppp	b. ppt	c.mpp	d.mp3
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4. Which power point view works best for adding slide transition?

a. Animations	b. Chart Wizard
c. Transition Wizard	d. Auto Content Wizard
5. A _____ research is an analytical study on a selected topic of an author.

a. Scientific	b. Ecological	c. Literary	d. Creative
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ANSWER THE FOLLOWING IN ONE OR TWO SENTENCES

(K2)

6. When and by whom was MS Office developed?
7. What tool is used for text formatting?
8. What does PowerPoint Environment contain?
9. What is documentation and plagiarism?
10. What is the main purpose of documentation?

(CONTD.....2)

SECTION – B (5 X 4 = 20 MARKS)**ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)**

11. a. How do you make an introduction on Microsoft Word?
(OR)
b. What are the commonly used MS Office tools?
12. a. What are the 4 types of formatting in MS Word?
(OR)
b. What are the different ways of formatting the text in MS Word?
13. a. How can one customize slide layouts?
(OR)
b. In how many ways can we enter the Speaker Notes in Power point?
14. a. Define Literary Research.
(OR)
b. What are the different types of documentation?
15. a. How do you cite an essay without plagiarizing?
(OR)
b. What does documentation mean in research?

SECTION – C (4 X 10 = 40 MARKS)**ANSWER ANY FOUR OUT OF SIX QUESTIONS.****(16TH QUESTION IS COMPULSORY AND ANSWER ANY THREE QUESTIONS FROM Q.NO: 17 TO 21)****(K4) OR (K5)**

16. Narrate the Advantages of Microsoft Word.
17. Explain the basic functions of MS Word.
18. Explain the text formatting in MS Word
19. Describe the way of setting Password In Power point 2013.
20. Explain the significance of Parenthetical Documentation
21. Explain the Roles of the Documentation Specialist.

A-11
