

FACULTY OF SOCIAL SCIENCES**B.A. / B.S.W. III - Semester (CBCS) Examination December, 2017****Subject: Basic Computer Skills****(SEC) Paper - I****Time: 1^{1/2} Hours****Max. Marks: 40****Note: Answer All question from Part – A and Part – B.****PART – A (2x5=10 Marks)****(Short Answer Type)**

1 a) What is the mail merge? What are the uses of mail merge?

OR

b) Write the Various options in 'File' Menu in MS- Word?

2 a) What are the major features of MS – Power point?

OR

b) How do you manipulate the slides in MS-Power point?

PART – B (2x15=30 Marks)**(Essay Answer Type)**

3 a) Explain formatting a document in MS – Word?

OR

b) Explain about the creation and using of Macros.

4 a) Explain the steps for creating a power point presentation which contain text, tables and pictures.

OR

b) Write the steps for inserting recorded sound effect in a power point presentation?
