

SCHOOL OF PLANNING AND ARCHITECTURE, VIJAYAWADA

SEMESTER END EXAMINATIONS (SUPPLEMENTARY) DECEMBER - 2016

B.ARCH II YEAR III SEMESTER

ELECTIVE - BASIC COMPUTERS (10110303)

Maximum Marks – 50

Time – 2.00 Hours

a) Answer any Two questions out of 1 to 4 questions.

b) Question No.5 is compulsory and answer any four out of six sub-questions.

c) Support your answers with neat sketches where ever necessary.

- Q1. a. Put down two procedures of opening, typing and saving a newly typed document on Ms-word. (15M)
b. Describe the procedure of creating a master slide, it's uses and advantages.
- Q2. Write in detail about the differences between Ms-word and Ms-Excel. (15M)
- Q3. Describe briefly about different types of Scanners and their uses now-a-days, with the help of neat sketches. (15M)
- Q4. Compare the features and functions of operating system like Windows, Linux and DOS. 15M)
- Q5. Write short notes on any FOUR of the following: (4x5 =20M)
- 1) Different options of quick access toolbar in Ms-PowerPoint.
 - 2) Adobe Flash
 - 3) Image editing and different tools for image editing
 - 4) Differences between Raster image and Vector image.
 - 5) Describe at least five basic terms used to describe the work space of Ms-Excel.
 - 6) Explain two processes of using the function 'addition' in Ms-Excel.
