



15/10/2012

DOON UNIVERSITY, DEHRADUN
Mid Term Examination, First Semester; 2012
School of Social Sciences

M.Sc. Integrated (Economics)
Course : SSE(I)- 102: Computer Application

Time Allowed: 2 Hrs.

Maximum Marks: 50

All questions are compulsory

(Marks 5x10=50)

1. Describe in detail how to prepare an effective presentation. Write some popular PowerPoint presentation software's.
2. Describe in detail basic elements of Microsoft excel and write some popular spreadsheet software's.
3. What is a word processor and describe its features.
4. Describe in detail how to prepare a report in a word processor.
5. Describe in detail how to perform arithmetic and statistical functions with spreadsheet.