



DOON UNIVERSITY, DEHRADUN
Mid Semester Make Up Examination - 2014
School of Communication
Five-year Integrated M.A. Communication Programme- Semester I
COMM: 103 - Basic Computer Application for Media

Time Allowed: 2Hours

Maximum Marks: 20

The remaining 10 mark of evaluation is based upon the assignment to be submitted on the day of examination.

Note: Attempt All Sections

SECTION: A (Short Answer Type Questions to be answered in about 50-100 words. Attempt any Four Questions)
Marks 2 X 4 = 08 Marks

1. Footnotes
2. Endnotes
3. Citations
4. Internet
5. Identify the Shortcuts commands such as (1/2 mark each)
(a) Cut (b) Find (c) Select all (d) Undo

SECTION: B (Long Answer Type Questions to be answered in about 350 words. Attempt any Two Questions.)
Marks 6 X 2 = 12 Marks

1. Briefly describe the steps to insert a reference citation in a word document.
2. Briefly describe the e-mail etiquettes and identify the do's and don'ts in an email conversation.
3. Why citations and references are vital to be included in any reflective note word document. Give suitable examples.
4. What are the essential components and peripherals of any given computer machine? Briefly describe.