

[LH 0815]

AUGUST 2015

Sub. Code: 1107

**B.Sc. OPERATION THEATRE AND ANAESTHESIA TECHNOLOGY  
FIRST YEAR**

**PAPER II – COMPUTER AND ENGLISH**

*Q.P. Code: 801107*

**Time : Three Hours**

**Maximum : 100 Marks**

**Answer ALL questions.**

**I. Elaborate on:**

**(3 x 10 = 30)**

1. Give a detailed account on the classification of communication.
2. Describe about Human needs and Communication “Mind Mapping”.
3. Briefly explain about preparing new slides using MS-Power Point.

**II. Write notes on:**

**(8 x 5 = 40)**

1. Communication at the work place.
2. Finding and Analysis.
3. How to explain clearly?
4. Reported what happened at a meeting
5. Manipulating Text.
6. Cell Editing.
7. Presentation using Wizard.
8. Attaching files in E-Mail.

**III. Short Answers on:**

**(10 x 3 = 30)**

1. Difficulties in communication.
2. Purpose of communication
3. Drawing conclusion.
4. Explaining Procedures.
5. Reporting what happened at a Meeting.
6. Different Operating System.
7. Formatting the Text.
8. Auto Formatting.
9. Templates in MS-Power Point.
10. Variable declaration in C Language.

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