

UKA TARSADIA UNIVERSITY
Bachelor of Pharmacy - 1 Semester – June 2012
030020101 Basics of Computers Applications

Max.Marks: 70

Instructions:

1. Attempt all questions.
2. Write each section in a separate answer book.
3. Make suitable assumptions wherever necessary.
4. Figures to the right indicate full marks.
5. Draw diagrams/figures whenever necessary.

Q – 1 (A) Do as directed: **[07]**

- I) What is the purpose of autoexec.bat file in Ms-DOS?
- II) What is the extension of ACROBAT file?
- III) Give the short cut key for Center Justification of document content.
- IV) Explain the command of tree in MS- Dos.
- V) Give any two names for multiuser operating system.
- VI) Mention the name of first super computer of India.
- VII) Define the term of CPU.

Q – 1 (B) Answer the following in brief: (Any 4) **[08]**

- I) Name any two application software in Pharmacy.
- II) What do you mean by Digital Computer?
- III) Differentiate internal and external commands.
- IV) Give the main purpose of re-cycle bin in Window operating system.
- V) How you can insert the scientific symbols in your document?
- VI) What is the purpose of 'Collate' option in print dialogue box?

Q – 2 Answer the following: **[10]**

(A) Write down the steps to swap the mouse button right and left.

----- **OR** -----

(A) How can you bypass the file from recycle bin at the time of deleting any file or folder in window operating system? Also write down the steps to make such arrangement permanently. I.e. bypass recycle bin when ever user delete any file or folder on window operating system.

(B) Write down the steps to insert comment in your document. Also explain how you can protect your MS-Word document.

----- **OR** -----

(B) Write down the steps to make arrange in your MS Word document so that whenever user Type the wrong spelling CLAER and press spacebar key it should convert in to its right Spelling i.e. CLEAR immediately. (Do not use spelling checking option)

Q – 3 Answer the following in detail. (Any 2) **[10]**

- (A)** Explain the various characteristics of Computer.
- (B)** Enlist the different menus of Ms-Word file. Explain find, Replace and Go To Option in Ms-word.
- (C)** Write a short note on: Type of Operating System.

Q-4 (A) Do as directed:

[07]

- I) Write down the Syntax of "IF" Command in Ms Excel.
- II) How to Create Database in Ms Access?
- III) Enlist the different basic type's topologies.
- IV) What is computer virus?
- V) How to create motion path in Power point?
- VI) Give the short cut key for Hyperlink.
- VII) How to insert a video file in Ms PowerPoint?

Q-4 (B) Answer the following in brief: (Any 4)

[08]

- I) What is a search Engine? Give Examples.
- II) What is LAN and WAN? Give Examples.
- III) What is the Use of Subscript and Superscript?
- IV) Explain Header and Footer.
- V) What is Autocorrect and Auto-text in Ms Word?
- VI) What is the Use of Find and Replace option?

Q-5 Answer the following:

[10]

- A)** Explain Website, Webpage, Home-Page and Hyperlink.

OR

- A)** What is the use of Graphs? Describe Pie chart.

- B)** What is Paragraph Formatting? Describe in details.

OR

- B)** Describe option of Page setup Dialog box.

Q-6 Answer the following in detail. (Any 2)

[10]

- A.** What is ADOBE ACROBAT reader? Describe its usage.
- B.** What is Ms Access? Describe different components of database.
- C.** What is Topology? Describe Different type's topology in details.