

# UKA TARSADIA UNIVERSITY

B.Pharm. (1st Semester)

**Subject :**030020101 - Basics of Computer Applications

**Duration: 3 Hours**

**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 allocated to that question.
5. Draw diagrams/figures whenever necessary.

## **Section-1**

**Q-1 (A) Do as directed.**

**[07]**

- I) Enlist different storage devices (any four)
- II) What is DOS?
- III) What is ASCII stands for?
- IV) What is "GUTTER"?
- V) What is pdf file?
- VI) Explain in brief : Autotext
- VII) Explain "spell check" in Microsoft word.

**Q-1 (B) Answer the following in brief. (Any 4)**

**[08]**

- I) Define Operating System. Enlist types of Operating Systems.
- II) What is the use of menu bar, taskbar?
- III) Explain in detail : find & replace command
- IV) Explain : 1) mkdir 2) rmdir
- V) Distinguish between Software and Hardware
- VI) How to insert picture in MS WORD?

**Q-2 Answer the following.**

**[10]**

- A) Write short note on mail merge in MS WORD.

OR

- A) Explain in detail : 1) Desktop 2) Recycle bin

- B) What are the internal and external commands? List down them and explain with its Syntax and uses.

OR

- B) What are the characteristics of computer

**Q-3 Answer the following in detail. (Any 2)**

**[10]**

- A) Explain various formatting tools in MS – WORD.
- B) What is desktop shortcut? How will you create desktop shortcut?
- C) Explain: windows taskbar.

## **Section-2**

**Q-4 (A) Do as directed.**

**[07]**

- I) What is the shortcut key for slide show and hyperlink in MS – PowerPoint?
- II) Write full form of HTTP.
- III) What is search engine?
- IV) Explain use of ACTION button.
- V) Define term: Internet Explorer.

VI) In MS Excel Total no. of rows and Columns are  
A) 256, 65536      B) 255, 65533      C) 65535IV, 256IV      D) None

VII) Give the full form of FTP.

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

**[08]**

- I) Explain UNDO and Repeat document typing.
- II) What is language translator?
- III) How can you link an excel chart in power point
- IV) Write down the procedure to insert movie in MS – PowerPoint.
- V) Write the steps to apply layouts to the slide.
- VI) Enlist library functions used in MS – Excel.

**Q-5 Answer the following.**

**[10]**

- A) Explain web site, web page, home page and hyperlink.

OR

- A) Outline the steps to create XY Chart in new sheet of MS-Excel.
- B) What is slide animation? Describe it in detail.

OR

- B) What is slide master? How will you protect your power point presentation with password?

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

**[10]**

- A) Differentiate between: Slide transition and custom animation in MS PowerPoint.
- B) Describe Standard Tool Bar In Details with Example.
- C) What is Internet? How it access? Discuss any one Pharmaceutical site