

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.

- V) In MS Excel Total no. of rows and Columns are
A) 256, 65536 B) 255, 655533 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