

UKA TARSADIA UNIVERSITY

B.Pharm. (1st Semester)

Subject :030020101-Basics of Computer Applications

Time : 2.30 pm to 5.30 pm

Duration : 3 Hours

Date : 17/05/2014

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) Explain the terms of Recycle bin.
- II) What is "GUTTER"?
- III) Explain the command of tree in Ms-Dos.
- IV) What is an operating System?
- V) Define the term of CPU.
- VI) What is booting?
- VII) Explain: paste special in MS-word.

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

[08]

- I) Name any two application software in Pharmacy.
- II) Define Row, Column, Cell and Cell Address.
- III) Write Note on types of Memory.
- IV) Define the method of CUT-COPY-PASTE and Write the shortcut keys.
- V) How you can insert the scientific symbols in your document?
- VI) What is the use of menu bar?

Q-2 Answer the following.

[10]

- A) What is bullet? Explain how bullet helps to format your document. How you can apply different type of bullets?

OR

- A) Write down the steps to swap the mouse button right and left.
- B) How to find the words 'THIS' and 'THESE' in the same search by assigning the single word 'THIS' in the find option of Ms-Word.

OR

- B) Explain computer classification in detail.

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

[10]

- A) What is the use of window explorer, network neighborhood, recycle bin?
- B) What is Mail-Merge? Explain it in detail and then write down the steps for it.
- C) What is an Antivirus? How it works? What are the different techniques used by antivirus softwares to identify viruses?

SECTION - 2

Q-4 (A) Do as directed.

[07]

- I) Define: Workbook
- II) What do you mean by Spreadsheet?
- III) What is the by default file name when you create a file in Microsoft Excel
- IV) Which are the views in slide orientation?
- V) Write down the Syntax of "IF" Command in Ms Excel
- VI) What is computer virus?
- VII) How to create motion path in Power point?

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

[08]

- I) What is LAN and WAN? Give Examples.
- II) Give extension of Word document file, notepad file & Excel file.
- III) Enlist the Names of Arithmetic Operators.
- IV) Give the full form of FTP.
- V) Which signs are used to separate email addresses while sending multiple emails?
- VI) Explain the term : Computer Networking

Q-5 Answer the following.

[10]

- A) Explain sorting in Ms Excel up to how many levels can you sort the data in ms excel.

OR

- A) What are animations? Explain how you can add animations to various slide objects using appropriate examples.
- B) What is ADOBE ACROBAT reader? Describe its usage.

OR

- B) What is chart? Define all terms associated with a Chart MS Excel.

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

[10]

- A) Differentiate between: Slide transition and custom animation in MS PowerPoint.
- B) What is Topology? Describe Different type's topology in details.
- C) Describe Standard Tool Bar In Details with Example.