

**UKA TARSADIA UNIVERSITY**  
**Bachelor of Pharmacy - 1st Semester – 2012**

**Subject Code: 030020101**  
**Date: 3/01/2012**

**Basics of Computers Applications**

**Max.Marks: 70**  
**Time: 2:00pm to 5:00pm**

**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) Give the full form of ASCII.
- II) What is the purpose of config.sys file in Ms-Dos?
- III) What is the extension of CHEMDRAW file?
- IV) Give the short cut key for Select all content of document.
- V) What is the purpose of ADOBE reader?
- VI) Mention any two name of output device.
- VII) What do you mean by system software?

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

**[08]**

- I) Name any two external storage devices.
- II) Differentiate Software and Hardware.
- III) Name any two multi user operating system.
- IV) Name MS-DOS command to remove any file.
- V) How you can insert page number in your document?
- VI) How you can insert rows in the table in MS-Word?

**Q – 2 Answer the following:**

**[10]**

- (A) What is desktop shortcut? How will you create desktop shortcut?

----- OR -----

- (A) Write down steps to create short-cut for any application software with proper example.

- (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) Write down the steps to insert various scientific symbols in your document. Also explain how you can protect your Ms-Word document?

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

**[10]**

- A. Write a short note on: Function of an Operating System.
- B. Explain Auto Correct option of Ms-Word with proper example.
- C. Explain various formatting Tools of MS-Word.

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

**[07]**

- I) Define the method of CUT-COPY-PASTE and Write the shortcut keys.
- II) Describe the various functions from Ms-Excel.
- III) What is the function of UNDO command?
- IV) Give the Name any two view options available in PowerPoint

- V) Enlist the Names of Arithmetic Operators.  
VI) Give the full form of FTP.  
VII) TO send mail Multiple People each email address is separated by which Sign are used?

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

- I) What is Autocorrect and Auto-text?  
II) What is paragraph formatting? Explain.  
III) Give any three table operations.  
IV) Define the terms of “URL” and “LAN”.  
V) What is Hyperlink? How to create?  
VI) What is Action Button in MS-PowerPoint?

**Q – 5 Answer the following: [10]**

- (A)** How will you perform the following functions in MS Excel?  
(i) Edit contents of a cell (ii) Sorting text and numbers  
(iii) Insert formula in cell (iv) Insert worksheet (v) Print part of worksheet

----OR---

- (A)** How will you perform the following functions in MS Word?  
(i) Change line spacing (ii) Create bullets (iii) Insert page number  
(v) Merge or split cells in a table (vi) Protect document by password

- (B)** What are the different types of toolbar? Describe in Details.

----OR---

- (B)** What is slide animation? Describe it in detail.

**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 Topology? Describe Different type's topology in details.