

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) Define : Computer
- II) How will you change the font of your document in MS – Word?
- III) What is ASCII stands for?
- IV) Explain : Paste Special in MS - Word
- V) Which command is not an external command?
1) Edit 2) Copy 3) Tree 4) Format
- VI) Enlist types of Operating Systems.
- VII) What is “Page Break” in MS - Word

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

[08]

- I) Write down the steps to insert a table that contains 4 rows and 6 columns in MS – Word.
- II) What are the characteristics of an operating system?
- III) How to copy a word file from one drive to another drive without COPY command?
- IV) Define : Recycle Bin.
- V) What is the use of menu bar, taskbar?
- VI) How will you uninstall a program in windows?

Q-2 Answer the following.

[10]

A) Write short note on “Computer Virus”

OR

A) Write short note on “Bullets and Numbering in MS - Word”

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

OR

B) Write a short note on: Type of Operating System.

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

[10]

- A) Write a short note on: Function of an Operating System.
- B) What is the use of Graphs? Describe Pie chart and Line chart.
- C) Explain various formatting tools in MS – WORD

Section-2

Q-4 (A) Do as directed.

[07]

- I) Write shortcut key for the following
a) Slide show b) to insert a new slide
- II) Write full form of URL and HTTP
- III) Define : Software

- IV) Explain the function of WRAP TEXT in MS – Excel.
- V) What are the applications of internet
- VI) What is Histogram?
- VII) Enlist different library functions in MS – Excel.

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

[08]

- I) Define the following term
 - a) LAN b) MAN
- II) What is language translator?
- III) Give any three table operations.
- IV) Enlist library functions used in MS – Excel.
- V) What is the use of “WORD ART”
- VI) What are the components of computer network?

Q-5 Answer the following.

[10]

- A) Explain sorting and filtering in MS – Excel in detail

OR

- A) Enumerate types of charts in MS Excel. Explain any two charts.

- B) What is a search Engine? Give Examples.

OR

- B) What is E-mail? Define it. What is Internet? Define it .What is WWW? List out at least five names of the websites that you know

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

[10]

- A) What are functions? Explain any five functions in ms excel. Explain with the help of an appropriate example.
- B) What is Topology? Describe Different type’s topology in details.
- C) What is slide animation? Describe it in detail.