

# UKA TARSADIA UNIVERSITY

**B.Pharm. (1st Semester)**

**Subject :030020101-Basics of Computer Applications (Old)**

Time : 10:00 am to 1:00 pm

Date : 21/12/2013

**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) If you switch to \_\_\_\_\_ view you can work with one slide at a time  
A] Normal      B] Note page      C] Slide      D] Sorter
- II) Mention any two name of output device.
- III) What do you mean by system software?
- IV) Define the term of CPU.
- V) Give the name of any two operating system
- VI) Write the short cut key for new document.
- VII) In which menu picture option menu is available.

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

**[08]**

- I) How to insert picture in MS WORD?
- II) What do you mean by constant in BASIC?
- III) Difference between CUI and GUI.
- IV) What is Macro?
- V) Write steps to create a foot note.
- VI) Distinguish between Software and Hardware

**Q-2 Answer the following.**

**[10]**

- A) Discuss in Detail Ms Dos External Command.

**OR**

- A) What is Ms-Word? Explain Important features of Ms-word
- B) ) What is desktop shortcut? How will you create desktop shortcut?

**OR**

- B) Write the application of Computer in Pharmacy.

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

**[10]**

- A) Write note on optical disk
- B) What is system software? Discuss some important of system software.
- C) What is firewall? How it provides security to the computer networks.

## SECTION – 2

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

[07]

- I) Which function key is used as a toggle key for changing cell referencing modes?
- II) What is an IP Address?
- III) Write down the Syntax of “IF” Command in Ms Excel.
- IV) What is multimedia?
- V) What do you mean by Spreadsheet?
- VI) Write full form of URL and HTTP
- VII) What is Histogram?

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

[08]

- I) Write the difference between F5 and Shift+F5.
- II) Explain any two mathematical functions in Ms-excel.
- III) What is a search Engine? Give Examples.
- IV) Explain various cell formatting features in EXCEL
- V) What is Hyperlink? How to create?
- VI) What is Action Button in MS-PowerPoint?

### Q-5 Answer the following.

[10]

- A) What is the use of Graphs? Describe Pie chart.

**OR**

- A) How can you draw flowcharts in your slides in Ms Power point?
- B) What is Topology? Describe Different type's topology in details.

**OR**

- B) What is the benefit of creating slideshow presentations? explain with an example

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

[10]

- A) Explain sorting in Ms Excel up to how many levels can you sort the data.
- B) How to apply a theme to the photo album. Explain with examples.
- C) What is an email? Write various advantages of e-mail. Discuss in details the procedure for e-mailing.