UKA TARSADIA UNIVERSITY

B.Pharm. (1st Semester)

Subject : 030020101-Basics of Computer Applications

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) Define: computer

 II) What is :Page break" in MS-Word

III) What is the function of UNDO command?

IV) Which of the following is a web browser?
    A] Internet Explorer   B] Yahoo   C] Window98   D) Windows Explorer

 V) What is an Operating System?

VI) What is the short cut key to Subscript?

VII) Give any two names for multiuser operating system.

Q-1 (B) Answer the following in brief. (Any 4)   **[08]**

  I) What are the steps to print a document on a different paper size in Print dialog box?

 II) What is the use of menu bar, taskbar?

III) Explain : 1) type 2) tree

IV) What is the purpose of 'Collate' option in print dialogue box?

 V) What is the use of "WORD ART"

VI) Differentiate internal and external commands.

Q-2 Answer the following.   **[10]**

A) Write short note on mail merge in MS WORD.

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) Enlist different input & output devices of computer. Explain any two output devices in detail.

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) Write down the Syntax of "IF" Command in Ms Excel.

    II) How to Create Database in Ms Access?

    III) Enlist the different basic type's topologies.

    IV) What is computer virus?

    V) How to create motion path in Power point?

    VI) Give the short cut key for Hyperlink.

    VII) How to insert a video file in Ms PowerPoint?

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

    I) What is the purpose of ADOBE reader?

    II) What is a search Engine? Give Examples.

    III) What is LAN and WAN? Give Examples.

    IV) Explain use of "WRAP TEXT" in MS – EXCEL.

    V) List at least four menus' that are appeared in the MENUBAR in Power point.

    VI) Give any three table operation.

Q-5 Answer the following. [10]

    A) What do you understand by Topology? Define Different types of Topology explain with examples.

<div align="center"><u>OR</u></div>

    A) 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

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

<div align="center"><u>OR</u></div>

    B) Describe Standard Tool Bar In Details with Example.

Q-6 Answer the following in detail. (Any 2) [10]

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

    B) Differentiate between: Slide transition and custom animation in MS PowerPoint.

    C) Explain Website, Webpage, Home-Page and Hyperlink.