UKA TARSADIA UNIVERSITY

Maliba Pharmacy College

B. Pharm 1st Semester Internal Examination Nov-Dec 2012

030020101- Basic Computer Applications

Time: 01:30 a.m. To 04:30 p.m.   Max. Marks: **70**

Date: 05/12/2012

Instructions:

> Question no. **1 is compulsory.**
> From Q.2 to Q.7 attempt any **four** questions.
> Make suitable assumption whenever necessary.
> Figures to the right indicate full marks.

Q.1	(a)	**Answer the following: (any six)**	06
	1	What is the function of UNDO command?	
	2	How do you save a document in word? Write the short cut key.	
	3	Explain: Page set up.	
	4	What is the short cut key to open the Open dialog box?	
		A] F12 B] Shift F12 C] Alt + F12 D] Ctrl + F12	
	5	You can insert a clipart on Excel Worksheet using _____ menu.	
	6	What is the use of Format Painter Tool in MS Word?	
	7	How do you hide columns in MS Excel?	
	8	What is the short cut key of Superscript?	
	(b)	**Describe in brief: (any four)**	08
	1	Define the method of CUT-COPY-PASTE in windows?	
	2	What is the difference between Hardware and Software?	
	3	Explain Website, Webpage.	
	4	What is a search Engine? Give Example.	
	5	What is the function of modem?	
	6	Define URL? Explain its use.	
Q.2	(a)	Describe bullets and numbering options in MS-Word.	04
	(b)	What type of chart you can create using EXCEL? Write steps to create chart. How do you insert legend, grid lines and title in chart?	05
	(c)	Describe the characteristics of the computer.	05
Q.3	(a)	What is ADOBE ACROBAT reader? Explain the usage.	04
	(b)	Explain internal and external commands of MS-DOS.	05
	(c)	What is custom slide show? How can you create and Edit custom slide shows?	05
Q.4	(a)	What is cell referencing? Explain Mixed Cell refereeing.	04
	(b)	How will you perform the following functions in MS Word? (any five)	05
		(i) Change line spacing (ii) Create bullets	
		(iii) Insert page number (iv) Merge or split cells in a table	
		(v) Protect document by password (vi) Find sum of numbers in table column	
	(c)	What is OS? Give types and explain characteristics.	05

Q.5	**(a)**	Differentiate between: Slide transition and custom animation in MS- PowerPoint.	**04**
	(b)	Briefly explain the following terms for MS-Excel (Any Two)	**05**
		i) Formula bar	
		ii) Arithmetic operators	
		iii) Conditional formatting	
	(c)	Explain page setup and print preview.	**05**
Q.6	**(a)**	Explain the following terms of DOS with syntax (Any Two)	**04**
		(i)CD (ii) DEL (iii) DIR	
	(b)	What is Computer Virus? How it works? What is Antivirus? Name Some antivirus Software?	**05**
	(c)	What is an Email? Write various advantages of email. Discuss in Details the Procedure for emailing.	**05**
Q.7	**(a)**	Discuss the Picture Toolbar and its various buttons in MS word.	**04**
	(b)	How can you draw flowcharts in your slides in MS Power Point Explain with Example.	**05**
	(c)	What are the Functions? Explain any five functions in Ms Excel.	**05**