

**Maliba Pharmacy College**  
**B.Pharm (SEM - I) Mid-Semester Exam-1**  
**Subject: Basics of Computer Applications (030020104)**

Date: 15/10/2012

Total Marks: 20

**Q.1 Give the answers of following:**

1. Syntax of "IF" Condition is  
A] IF([value\_if\_True], Condition, [value\_if\_False])  
B] IF (Condition, [value\_if\_True], [value\_if\_False])  
C] IF (Condition, [value\_if\_False], [value\_if\_True])  
D] If (Condition, [value\_if\_True],[value\_if\_True]).
2. What is the short cut key to open the Open dialog box?
3. Define: Computer.
4. Give the full form of ASCII.
5. Define: Operating System.

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**Q.2 Attempt the following: [Any five]**

1. Name any two External storage devices.
2. Differentiate Software and Hardware.
3. What do you mean by Spreadsheet?
4. Define Row, Column, Cell and Cell Address.
5. Explain Find and Replace utility in MSWord.
6. Explain following formula with giving example.  
a) Average ()                      b) Max()

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**Q.3 What is hyperlink? Write a steps to create hyperlink in MSWord.**

**OR**

Explain the characteristics of computer.

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