

Seat No.:-----

Enrolment No.:-----

**UKA TARSADIA UNIVERSITY**

Maliba Pharmacy College

B. Pharm 1<sup>st</sup> Semester Internal Examination 2013 (Mid-Sem 2)

**030020101- Basics of Computer Applications**

Time: 10:00 a.m. To 1:00 p.m.

Max. Marks: **70**

Date: 28/11/2013

**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 All important data files program files etc are stored in  
a) RAM      b) SRAM      c) HARD DISK      d) Cache Memory
- 2 ASCII stands for \_\_\_\_\_
- 3 \_\_\_\_\_ are equivalent to 1 MB.  
a) 1022 KB      b) 1000 KB      c) 1024 byte      d) 1000 GB
- 4 Which command is not a external command  
a) CD      b) Copy      c) Tree      d)Format
- 5 Switching between portrait and landscape mode involve.  
a) Page layout view      c) Page setup dialog  
b) Header and footer      d) None of the above
- 6 Which of the following collection of cells that you can used in formula  
a) B2.....B10      b) B2:G2      c) B2:G2,B5      d) B4+C4
- 7 Two statements are given choose the correct alternative  
Statement -1) in power point animation effect can be applied  
Statement -2) in power point action buttons can be used  
a) 1 true 2 false      b) 1 false 2 true      c) Both are true      d)Both False
- 8 www stands for \_\_\_\_\_

**(b) Describe in brief: (any four)**

**08**

- 1 What is the Use of Subscript and Superscript?
- 2 Explain Header and Footer.
- 3 What is Autocorrect and Auto-text in Ms Word?
- 4 Explain the term : Computer Networking
- 5 What do you mean by system software?
- 6 Define : Computer virus

**Q.2 (a) Explain in detail the following commands in MS – WORD**

**04**

- 1)Find    2) Replace    3) Go To
- (b) What is email and email components? What is the usage of Outlook?
- (c) What is Paragraph Formatting? Explain in details.

**05**

**05**

**Q.3 (a) What is ADOBE ACROBAT reader? Explain the usage.**

**04**

- (b) What is slide animation? Describe in details

**05**

- (c) Give any three table operations.

**05**

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|-------------|-----|---|-----------|
| <b>Q.4</b>  | (a) | What is OS? Give types and explain characteristics.   | <b>04</b> |
|             | (b) | Enlist different input & output devices of computer. Explain any two output devices in detail                   | <b>05</b> |
|             | (c) | What is the benefit of creating slideshow presentations? Explain with an example.                               | <b>05</b> |
| <b>Q.5</b>  | (a) | Write steps to Insert Depart on the worksheet and also explain window freezing and splitting.                   | <b>04</b> |
|             | (b) | Write down the steps to insert comment in your document. Also explain how you can protect your MS-Word document | <b>05</b> |
|             | (c) | How can you change the background of the slide?   | <b>05</b> |
| <b>Q. 6</b> | (a) | Write short note on mail merge in MS WORD.  | <b>04</b> |
|             | (b) | Explain website, webpage, home page and hyperlink.  | <b>05</b> |
|             | (c) | What is pdf file? Give characteristic, advantages and applications of pdf file.                                 | <b>05</b> |
| <b>Q.7</b>  | (a) | Differentiate between Hardware and Software.  | <b>04</b> |
|             | (b) | Explain protection features in Ms-word  | <b>05</b> |
|             | (c) | Write down various Applications of Computer   | <b>05</b> |