

Seat No.:-----

Enrolment No.:-----

UKA TARSADIA UNIVERSITY

Maliba Pharmacy College

B. Pharm 1st 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? 05**
- (c) What is Paragraph Formatting? Explain in details. 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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| Q.4 | (a) | What is OS? Give types and explain characteristics. | 04 |
| | (b) | Enlist different input & output devices of computer. Explain any two output devices in detail | 05 |
| | (c) | What is the benefit of creating slideshow presentations? Explain with an example. | 05 |
| Q.5 | (a) | Write steps to Insert Depart on the worksheet and also explain window freezing and splitting. | 04 |
| | (b) | Write down the steps to insert comment in your document. Also explain how you can protect your MS-Word document | 05 |
| | (c) | How can you change the background of the slide? | 05 |
| Q. 6 | (a) | Write short note on mail merge in MS WORD. | 04 |
| | (b) | Explain website, webpage, home page and hyperlink. | 05 |
| | (c) | What is pdf file? Give characteristic, advantages and applications of pdf file. | 05 |
| Q.7 | (a) | Differentiate between Hardware and Software. | 04 |
| | (b) | Explain protection features in Ms-word | 05 |
| | (c) | Write down various Applications of Computer | 05 |