



PH-014-003209 Seat No. _____

M. P. M. (Sem. II) (CBCS) Examination

July - 2018

Basics of Computer Applications

Faculty Code : 014

Subject Code : 003209

Time : 3 Hours]

[Total Marks : 80]

Instructions : (1) Attempt three questions from each section.
(2) Questions 1 and 5 are compulsory.
(3) Figure to the right indicates full marks for the respective question.

SECTION – I

1	Explain the following : (any seven)	14
(1)	Define : Computer. Explain 5 basic terms of computer.	
(2)	Explain Format painter.	
(3)	Define : Hardware and Software	
(4)	Give two examples of removable storage device.	
(5)	Explain the term PDF. Can we modify any PDF document ?	
(6)	Enlist input and output devices.	
(7)	What is search engine and web browser ?	
(8)	Explain any four font formatting options in MS Power point.	
(9)	Describe role of recycle bin.	
(10)	Explain the term LAN and WAN.	
2	(1) Describe Computer Classification.	7
(2)	What do you mean by computer viruses ? How it affect your computer ? Enlist 3 antivirus software names.	6
3	(1) Enlist different types of charts in MS-Excel and explain anyone in detail.	7
(2)	What are the advantages of MS-EXCEL and MS-POWER POINT ?	6

4 (1) Give shortcuts for the following functions in MS Word. 7
(i) Redo
(ii) Save
(iii) Italic
(iv) Replace
(v) Copy
(vi) Subscript
(vii) Cut
(2) Give three examples of web browsers. 6

SECTION - II

5 Answer the following questions : (any two) 14
(1) Explain step by step mail merge function in MS Word.
(2) Discuss full form of E-mail and also list advantages and disadvantages of E-mail.
(3) Write types of Operating system and its characteristics in brief.

6 (1) Relate computer to pharmacy branch or how computer 7 is used in pharmacy field.
(2) List down 5 pharmaceutical websites and give a short 6 note on pharmaceutical websites.

7 (1) Discuss start menu, task bar and recycle bin. 7
(2) Explain alignments, subscript, page layout and superscript. 6

8 Explain the following :
(1) Discuss advantages offered by PDF and MS-EXCEL. 7
(2) Explain custom animation and slide transition. 6
