



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 is used in pharmacy field. 7
(2) List down 5 pharmaceutical websites and give a short note on pharmaceutical websites. 6
- 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
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