NE-1612040701010400   Seat No. _____

Master of Pharmacy Management (Sem. II) (CBCS) Examination

January – 2017

Basics of Computer Applications

(New Syllabus)

Time : **3** Hours]   [Total Marks : **80**

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

SECTION - I

1 Explain the following (any **seven**)   **14**

   (1) Describe characteristics of computer.

   (2) What do you mean by output devices? Enlist input & output devices.

   (3) Describe role of recycle bin.

   (4) Explain applications of computer in pharmacy.

   (5) Describe page margins, page orientation and page size with suitable example.

   (6) Explain insert menu with any five operations.

   (7) Give any four font formatting options in MS Word.

   (8) Define Computer. Differentiate classification of computers.

   (9) Give benefits of E-mail.

   (10) Explain hyperlink.

2 (1) Explain computer generations.   **7**

   (2) Explain computer virus and problems associated with virus infection and its remedies.   **6**

| 3 | (1) | Enlist different types of charts in MS-Excel and explain anyone in detail. | 7 |
| | (2) | What is MS-EXCEL? Explain spreadsheet, workbook, sheet tabs, cell, row header and column header in MS-EXCEL. | 6 |

| 4 | (1) | What are the features that you will use to format the MS-WORD document? Explain at least 7 of it. | 7 |
| | (2) | Enlist functions of web browsers and explain any 5 of it. | 6 |

SECTION - II

5   Answer the following questions : (any **two**)   14

(1)   Explain applications of computer in pharmacy.

(2)   Give keyboard shortcuts of the following in MS Word :

    (a)   Bold font

    (b)   Open a new file

    (c)   Align justify

    (d)   Repeat Typing

    (e)   Replace a word

    (f)   Save as

    (g)   Cut selected content

(3)   Define subscript, superscript and format painter with shortcuts and suitable example.

| 6 | (1) | Describe characteristics of internet. | 7 |
| | (2) | What is PDF? Discuss advantages offered by PDF. | 6 |

| 7 | (1) | Explain slide animation and slide transition. | 7 |
| | (2) | Enlist basic terms of internet and explain any 7 of it. | 6 |

8   Explain the following.

| | (1) | Differentiate "Save" and "Save As". | 7 |
| | (2) | What is search engine, give three examples of search engines? | 6 |