



HZ-014-003209

Seat No. _____

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

June / July – 2017

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) Figures 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 Hyperlink.
 - (3) Define: Operating system.
 - (4) Give two examples of removable storage device.
 - (5) Explain the term PDF.
 - (6) Enlist input and output devices.
 - (7) What is search engine and mail merge?
 - (8) Explain any four font formatting options in MS Word.
 - (9) Describe role of recycle bin.
 - (10) Explain the term WWW and LAN.
- 2** (1) Enlist different types of charts in MS-Excel and explain anyone in detail. **7**
- (2) Write a note on computer virus and its associated problems and its remedies. **6**

- 3 (1) Discuss computer classification. 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) Undo,
 (ii) New document,
 (iii) Underline,
 (iv) Find,
 (v) Paste,
 (vi) Justify,
 (vii) Cut
- (2) Give three examples of search engines. 6

SECTION – II

- 5 Answer the following questions : (Any TWO) 14
 (1) Explain step by step mail merge function in MS Word.
 (2) Discuss benefits of E-mail and write steps for sending it.
 (3) Write types of Operating system and its characteristics in brief.
- 6 (1) Give applications of computer in pharmacy. 7
 (2) Write a brief note on pharmaceutical websites. 6
- 7 (1) Discuss start menu and desktop in brief. 7
 (2) Explain any five EXCEL functions of MS-EXCEL. 6
- 8 Explain the following :
 (1) Discuss advantages offered by PDF and MS-EXCEL. 7
 (2) Explain slide animation and slide transition. 6