Master of Pharmacy Management
(Sem. I) (CBCS) Examination
January - 2018
Basics of Computer Applications

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

Instructions : (1) Attempt three questions from each section.

(2) Question 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) What is computer? Give its classification.

(2) Explain input and output devices with suitable examples.

(3) Explain page size, and page orientation with suitable example.

(4) Draw clean and neat diagram of desktop.

(5) What is operating system?

(6) What is the role of autocorrect function in MS-Word?

(7) What is hyperlink ?

(8) Explain benefits of E-mail.

(9) What is the role of recycle bin?

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

2   (1) Explain uses of computer in Pharmaceutical business.   **7**

(2) Describe Uses of internet.   **6**

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

(2) Give any 2 examples of Slide layout and also   **6**
explain slide animation and slide transition.

4   (1)   Enlist different types of charts in MS-Excel and   **7**
explain any one in details.

       (2)   What is PDF? Discuss advantages offered by PDF.   **6**

SECTION - II

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

       (1)   What is search engine.? Give examples of search engines.

       (2)   What is MS-EXCEL? Explain worksheet, workbook, sheet tabs, cell, row header and column header in MS-EXCEL.

       (3)   Differentiate "Cut" and "Copy".

6   (1)   Give keyboard shortcuts of the following in MS Word.   **7**

          (a)   Undo;   (b)   italic font;

          (c)   save as;   (d)   new slide;

          (e)   bold font;   (f)   underlying;

          (g)   redo

       (2)   Enlist functions of web browsers and explain any 5   **6**
of it.

7   (1)   Explain computer virus and problems associated   **7**
with virus infection and its remedies.

       (2)   Enlist basic terms of internet and explain any 7 of it.   **6**

8   Explain the following :

       (1)   What is web browser? Give three examples of web   **7**
browsers.

       (2)   Define strikethrough, superscript and justify with   **6**
shortcuts and suitable example.   .