JS-014-003209   Seat No. _____

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

August / September – 2019

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) Explain the term Hyperlink.

(2) Give two examples of removable storage device.

(3) What is computer ? Explain 5 basic terms of computer.

(4) Discuss the function of recycle bin.

(5) Give any two font formatting options in MS Word.

(6) Explain : Operating system.

(7) What are Input devices and output devices with respect to computer ?

(8) Describe the terms mail merge and search engine.

(9) What do you mean PDF ?

(10) What are LAN and WWW ?

2   (1) Write a note on applications of computer in pharmacy.   7

(2) Give three examples of search engines.   6

3 (1) Describe the note on computer classification.   **7**

   (2) Discuss any five EXCEL functions of MS-EXCEL.   **6**

4 (1) Explain step by step mail merge functions in MS Word. **7**

   (2) Write a brief note on pharmaceutical websites.   **6**

SECTION - II

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

   (1) Write types of operating system and its characteristics in brief.

   (2) What are the advantages offered by PDF and MS-WORD ?

   (3) Discuss start menu and desktop in brief.

6 (1) Enumerate different types of charts in MS-Excel   **7**
        and explain anyone in detail.

   (2) Explain in detail on computer virus and its   **6**
        associated problems and its remedies.

7 (1) Give shortcuts for the following functions in MS Word : **7**
        (i) Justify, (ii) Copy, (iii) Underline, (iv) Find, (v) Paste,
        (vi) Undo, (vii) Cut.

   (2) What are the advantages of MS-EXCEL and   **6**
        MS-POWER POINT ?

8 Explain the following :

   (1) Explain the benefits of E-mail and write steps for   **7**
        sending it.

   (2) Describe slide animation and slide transition.   **6**