



**BB-010-1021006**

Seat No. \_\_\_\_\_

**Post Graduate Diploma in Hospital Management  
(Sem. I) (CBCS), (Theory) Examination**

**March - 2021**

**Computer & Information System**

**Faculty Code : 010**

**Subject Code : 1021006**

Time : **2.30** Hours]

[Total Marks : **70**

**Instruction** : Attempt all questions.

**1** Answer the following questions : (any **seven**) **14**

- (1) Http means ?
- (2) Write a shortcut key for move between two or more open excel file.
- (3) Write a shortcut key for Insert link in MS-excel.
- (4) Write a full form of ISP.
- (5) Write a shortcut key for close document.
- (6) Write a shortcut key for Insert new worksheet in MS-excel.
- (7) Write a full form of WWW.
- (8) Write a shortcut key for forward to an email.
- (9) Write a shortcut key for change the font.

**2** Answer the following questions : (any **four**)

- (1) Explain any two menus in MS-word. **14**
- (2) Explain the following Term : **14**
  - (i) Auto shape menu
  - (ii) Header and footer
  - (iii) Date and Time
  - (iv) Book Mark
  - (v) Symbol

- (3) Write a note on search Engines. 14
  - (4) Explain MS-Power point. 14
  - (5) What is Internet ? Explain its uses. 14
  - (6) Explain how to use E-mail ? 14
  - (7) Explain Operating system. Give the function of operating system. 14
  - (8) How many attaints in format menu ? Explain any one. 14
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