

GUJARAT TECHNOLOGICAL UNIVERSITY
B. Pharm. – SEMESTER – I • EXAMINATION – SUMMER • 2014

Subject Code: 210002**Date: 20-06-2014****Subject Name: Basic Computer Applications****Time: 02:30 pm - 05:30 pm****Total Marks: 80****Instructions:**

1. Attempt any five questions.
2. Make suitable assumptions wherever necessary.
3. Figures to the right indicate full marks.

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|-------------|---|---|
| Q.1 | (a) Explain following functions in MS Word (any three):
a) Protecting a document b) Autofit
c) Saving a document d) Column
(b) Write a short note on Input Devices
(c) Draw the Format menu and explain Bullet and Numbering in MS Word | 06

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| Q.2 | (a) Give the shortcuts for the following functions in MS Word
a) Cut b) Replace c) Hyperlink
d) Italic e) Central align f) Subscription
(b) Give classification of computers and explain application of computers in Pharmacy
(c) Explain Mail merge in MS Word | 06

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| Q.3 | (a) How do you perform following functions in MS Excel:
a) Square root b) Standard Deviation c) ANOVA
(b) Enlist various Operating System and write about DOS in detail
(c) Enlist types of chart in MS excel and explain line graph with example | 06

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| Q.4 | (a) Write brief on following functions of MS Power Point
a) Header and Footer b) Print c) Duplicate slide
(b) Explain slideshow menu in MS Power Point
(c) Write in detail about CHEMDRAW | 06

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| Q.5 | (a) Write about the component and working of E-mail
(b) What is pdf? Explain ACROBAT Reader
(c) Explain MS Outlook | 06
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| Q. 6 | (a) Introduce following terms:
a) Software b) Computer virus c) ASCII
(b) Introduce MS Excel Worksheet with labeled diagram and write brief on calculation in MS Excel
(c) Define: Computer Networking and Write about components of network | 06

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| Q.7 | (a) Explain following: (any three)
a) Patent websites b) Page Setup in MS Word
c) Hard Disk d) My Document
(b) Explain accessories in windows
(c) Outline the steps to create animation in MS Power Point | 06

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