

GUJARAT TECHNOLOGICAL UNIVERSITY**B. Pharm. – SEMESTER – I • EXAMINATION – WINTER 2013****Subject Code: 210002****Date: 08-01-2014****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.**

- Q.1** (a) Briefly explain the following terms. (Any Three) **06**
(i) Super computer (ii) ASCII code
(iii) Computer Virus (iv) Storage device for computer
- (b) Explain computer classification. **05**
- (c) What is OS? Give types and explain characteristics. **05**
- Q.2** (a) Enlist different input & output devices of computer. Explain any two input devices in detail. **06**
- (b) Explain following DOS command in brief. **05**
(i) DIR (ii) RD (iii) Edit (iv) Type (v) Copycon
- (c) Describe windows taskbar. **05**
- Q.3** (a) Enlist different types of charts in MS-Excel and explain anyone in details. **06**
- (b) Write detail note on Mail Merge. **05**
- (c) What is sorting? Give the example and explain. **05**
- Q.4** (a) Give shortcuts for the following functions in MS Word (any Six) **06**
(i) Replace (ii) Hyperlink (iii) Italic font (iv) Centre Alignment
(v) New document (vi) Undo (vii) Go to
- (b) What is Microsoft access? Explain **05**
- (c) Give detailed information for customizing PowerPoint. **05**
- Q.5** (a) What you can do using custom animation option from slide show menu in MS Power Point. **06**
- (b) What is PDF? Explain Edit menu in PDF **05**
- (c) Explain the cell formatting function in MS Excel. **05**
- Q. 6** (a) Define the following terms **06**
(i) WWW (ii) Computer virus (iii) Control Panel
- (b) Write short note on Computer Viruses. **05**
- (c) Explain in detail the Windows XP features. **05**
- Q. 7** (a) What is LAN? State the advantages and disadvantages of LAN. **06**
- (b) Explain structure of electronic mail. **05**
- (c) Discuss briefly about ADOBE reader and CHEMDRAW. **05**
