

Seat No.: _____

Enrolment No. _____

(BCA-2)

GUJARAT TECHNOLOGICAL UNIVERSITY

B.Pharm. Sem-I Examination December 08/January 09

Basic Computer Applications (210002)

DATE: 19-12-2008, Friday

TIME: 11.00 am to 2.00 p.m.

MAX. 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)** Define the terms (**any three**): **06**
(i) Hardware(ii) CPU (iii) Binary system (iv) Computer virus
- (b) Write a note on various types of storage devices. **05**
- (c) Explain computer classification. **05**
- Q.2(a)** Explain the following terms of DOS with syntax (**any three**) **06**
(i)CD (ii) DEL(iii) DIR(iv) LABEL
- (b) Describe windows taskbar. **05**
- (c) What is desktop shortcut? How will you create desktop shortcut? **05**
- Q.3(a)** Give shortcuts for the following functions in MS Word (**any Six**) **06**
(i) Paste text(ii) Print document(iii) Justify text (iv) Superscript(v) Insert page break (vi) Open document (vii) Repeat action
- (b) How will you perform the following functions in MS Word? (**any five**) **05**
(i) Change line spacing(ii) Create bullets(iii) Insert page number(v) Merge or split cells in a table(vi) Protect document by password(vii) Find sum of numbers in table column
- (c) Draw and explain format menu in MS Word. **05**
- Q.4(a)** How will you perform the following functions in MS Excel? **06**
(i) Edit contents of a cell(ii) Sorting text and numbers(iii) Add title to axis in chart(iv) Insert formula in cell(v) Insert worksheet(vi)Freeze or lock columns and rows (vii) Print part of worksheet
- (b) Draw and explain the format menu in MS Excel. **05**
- (c) Enumerate types of charts in MS Excel. Explain any two charts. **05**
- Q.5(a)** How will you perform the following functions in MS PowerPoint? (**any six**) **06**
(i) Insert new slide in PowerPoint(ii) Change the order of slides(iii) Insert pictures in slide(iv) Print presentation(v) Change text colour(vi) Paste a chart from Excel in a slide(vii) Insert bullets for text
- (b) What is slide animation? Describe it in detail **05**
- (c) Draw and explain slide master in PowerPoint. **05**
- Q.6(a)** Write short notes on(**any four**) **16**
a) Internet explorer(b) Pharmaceutical websites(c) Recycle bin(d) Microsoft outlook(e) Microsoft Access
- Q.7(a)** Write short notes on (**any four**) **16**
(a)Mail merge(b) Printers(c) Windows explorer(d) Creating new account in E mail(e) Page setup in MS Word