

GUJARAT TECHNOLOGICAL UNIVERSITY
B. Pharm. – SEMESTER – I • EXAMINATION – SUMMER 2013

Subject Code: 2210005**Date: 20-05-2013****Subject Name: Basics of 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) Define the terms. (Any Three) **06**
 - 1. Characteristics of computer
 - 2. ASCII Code
 - 3. Input unit
 - 4. Recycle Bin
 - (b) Explain Software? And its categories? **05**
 - (c) What is Computer Virus? And its categories? **05**
- Q.2**
- (a) Do as instructions. **06**
 - 1. Convert $(1732)_{10}$ into Binary Number System
 - 2. Convert $(101011)_2$ into Decimal Number System
 - (b) Explain following DOS commands in brief **05**
 - 1. Edit 2. Type 3. Copy
 - 4. DIR 5. DEL
 - (c) Explain Improved features of Latest Operating System **05**
- Q.3**
- (a) Define the following terms in MS - Word (Any Three) **06**
 - 1. Header and Footer
 - 2. Drop Cap
 - 3. Macro
 - 4. Change Case
 - (b) Describe the Mail Merge in ms word **05**
 - (c) Draw and Explain View menu in ms word **05**
- Q.4**
- (a) Give Shortcuts for the following function in MS – Word. **06**
 - 1. Justify Text
 - 2. Super script
 - 3. Replace Text
 - 4. Hyperlink
 - 5. Help
 - 6. Print Preview
 - (b) What is PDF file? Give Advantages of file **05**
 - (c) Write a detailed note of Chemdraw **05**
- Q.5**
- (a) Define the following terms in MS – Excel (Any Three) **06**
 - 1. Sorting text and Number
 - 2. Filtering Records
 - 3. Printing Sheet
 - 4. Inserting Worksheet

	(b)	Explain Any Five Functions in MS- Excel	05
	(c)	Describe Charts and draw any one type of chart in MS – Excel	05
Q. 6	(a)	Write a detailed note on : MS – Access OR MS – Outlook Express	06
	(b)	Describe Slide master in MS – PowerPoint	05
	(c)	Explain Any Five Pharmaceutical web site	05
Q.7	(a)	Briefly Explain the following terms	06
		1. LAN	
		2. Internet Browser	
	(b)	Discuss the components of E – mail.	05
	(c)	Define Computer terminology and Explain types of Terminology in brief	05
