Seat No.:	Enrolment No.
Deat 110	Linoinicit 110.

GUJARAT TECHNOLOGICAL UNIVERSITY

B. Pharm. - SEMESTER - I • EXAMINATION - SUMMER 2013

			e: 20-05-2013	
Subject Name: Basics of Computer Applications Time: 02.30 pm - 05.30 pm Total Ma			rks: 80	
Instr	2. M	: ttempt any five questions. Iake suitable assumptions wherever necessary. igures to the right indicate full marks.		
Q.1	(a)	Define the terms. (Any Three) 1. Characteristics of computer 2. ASCII Code 3. Input unit 4. Recycle Bin	06	
	(b) (c)	Explain Software? And its categories? What is Computer Virus? And its categories?	05 05	
Q.2	(a)	Do as instructions. 1. Convert (1732) ₁₀ into Binary Number System 2. Convert (101011) ₂ into Decimal Number System	06	
	(b)	Explain following DOS commands in brief 1. Edit 2. Type 3. Copy 4 DIR 5. DEL	05	
	(c)	Explain Improved features of Latest Operating System	05	
Q.3	(a)	Define the following terms in MS - Word (Any Three) 1. Header and Footer 2. Drop Cap 3. Macro 4. Change Case	06	
	(b) (c)	Describe the Mail Merge in ms word Draw and Explain View menu in ms word	05 05	
Q.4	(a)	Give Shortcuts for the following function in MS – Word. 1. Justify Text 2. Super script 3. Replace Text 4. Hyperlink 5. Help 6. Print Preview	06	
	(b) (c)	What is PDF file? Give Advantages of file Write a detailed note of Chemdraw	05 05	
Q.5	(a)	Define the following terms in MS – Excel (Any Three) 1. Sorting text and Number 2. Filtering Records 3. Printing Sheet 4. Inserting Worksheet	06	

	(b) (c)	Explain Any Five Functions in MS- Excel Describe Charts and draw any one type of chart in MS – Excel	05 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 1. LAN 2. Internet Browser	06
	(b)	Discuss the components of E – mail.	05
	(c)	Define Computer terminology and Explain types of Terminology in brief	05
