GUJARAT TECHNOLOGICAL UNIVERSITY

B. Pharm. – SEMESTER – I • EXAMINATION – SUMMER • 2014

Subject Code: 210002 Date: 20-00			
-	02:3	me: Basic Computer Applications 0 pm - 05:30 pm Total Marks: 80	
 Attempt any five questions. Make suitable assumptions wherever necessary. Figures to the right indicate full marks. 			
Q.1	(a)	Explain following functions in MS Word (any three): a) Protecting a document b) Autofit c) Saving a document d) Column	06
	(b) (c)	Write a short note on Input Devices Draw the Format menu and explain Bullet and Numbering in MS Word	05 05
Q.2	(a)	Give the shortcuts for the following functions in MS Worda) Cutb) Replacec) Hyperlinkd) Italice) Central alignf) Subscription	06
	(b)	Give classification of computers and explain application of computers in Pharmacy	05
	(c)	Explain Mail merge in MS Word	05
Q.3	(a)	How do you perform following functions in MS Excel: a) Square root b) Standard Deviation c) ANOVA	06
	(b) (c)	Enlist various Operating System and write about DOS in detail Enlist types of chart in MS excel and explain line graph with example	05 05
Q.4	(a)	Write brief on following functions of MS Power Point a) Header and Footer b) Print c) Duplicate slide	06
	(b) (c)	Explain slideshow menu in MS Power Point Write in detail about CHEMDRAW	05 05
Q.5	(a) (b) (c)	Write about the component and working of E-mail What is pdf? Explain ACROBAT Reader Explain MS Outlook	06 05 05
Q. 6	(a)	Introduce following terms:	06
	(b)	a) Software b) Computer virus c) ASCII Introduce MS Excel Worksheet with labeled diagram and write brief on calculation in MS Excel	05
	(c)	Define: Computer Networking and Write about components of network	05
Q.7	(a)	Explain following: (any three)a) Patent websitesb) Page Setup in MS Word	06
	(b) (c)	c) Hard Disk d) My Document Explain accessories in windows Outline the steps to create animation in MS Power Point	05 05
