

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY

B. Pharm. – SEMESTER – I (OLD Syllabus) • EXAMINATION – SUMMER • 2015

Subject Code: 210002

Date: 03-06-2015

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) Give shortcuts for the following functions in MS Word **06**
(i) Paste text(ii) Print document(iii) Justify text (iv) Superscript
(v) Open document (vi) End of document.
- (b) Give the functions of Window and Table menu in MS-Word. **05**
- (c) Draw and explain “INSERT” menu in MS-Word. **05**
- Q.2** (a) Write the different component of computer with their specific uses **06**
and discuss the limitations of computer.
- (b) Write a note on application of computers in the field of pharmacy. **05**
- (c) Write a note on Pharmaceutical websites. **05**
- Q.3** (a) Enumerate types of charts in MS Excel. Explain any two charts. **06**
- (b) How will you protect the important data file in MS-Excel? Explain. **05**
- (c) Write a short note on “FILE” menu in MS-Excel. **05**
- Q.4** (a) Enlist different input & output devices of computer. Explain any two **06**
input devices in detail.
- (b) Write a detailed note on: (i) Outlook express (ii) Chemdraw. **05**
- (c) Discuss advantages of E-mail and write steps for sending it. **05**
- Q.5** (a) Briefly explain the following terms (Any Three) **06**
i) Recycle bin ii) Desktop iii) Control panel iv) Start-menu
- (b) Enlist types of operating system and explain any one in detail. **05**
- (c) Write a short note on computer virus. **05**
- Q. 6** (a) Write the difference between (i) Save and save As (ii) Hardware and **06**
Software.
- (b) What is PDF file? Give advantages and applications of PDF file. **05**
- (c) Write a detail note on Mail Merge. **05**
- Q.7** (a) What is the benefit of creating slideshow presentations? Explain **06**
with an example.
- (b) Enumerate different network topology and explain STAR topology **05**
with its merit and demerits.
- (c) What are the advantages of Electronics Spreadsheet? **05**
