

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.**

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|-------------|-----|--|-----------|
| Q.1 | (a) | Give shortcuts for the following functions in MS Word
(i) Paste text(ii) Print document(iii) Justify text (iv) Superscript
(v) Open document (vi) End of document. | 06 |
| | (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
and discuss the limitations of computer. | 06 |
| | (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
input devices in detail. | 06 |
| | (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)
i) Recycle bin ii) Desktop iii) Control panel iv) Start-menu | 06 |
| | (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
Software. | 06 |
| | (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
with an example. | 06 |
| | (b) | Enumerate different network topology and explain STAR topology
with its merit and demerits. | 05 |
| | (c) | What are the advantages of Electronics Spreadsheet? | 05 |