

GUJARAT TECHNOLOGICAL UNIVERSITY
B.Pharm SEMESTER – I EXAMINATION – WINTER-2016

Subject Code: 210002**Date: 06/02/2017****Subject Name: Basic Computer Applications****Time: 10.30 AM – 01.30 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) Write a note on history of computers. **06**
(b) Write a note on Page Setup (MS Word). **05**
(c) Discuss applications of computer in pharmacy. **05**
- Q.2** (a) Define operating system, give five examples of operating systems. **06**
(b) Discuss types of operating systems and their characteristics. **05**
(c) Explain advantages of Freeze rows and columns in MS Excel. **05**
- Q.3** (a) Write a note on Formatting Paragraphs (MS Word). **06**
(b) Write a note on Slide Animation in MS PowerPoint. **05**
(c) Give keyboard shortcuts of the following for MS Word. **05**
1) Save As 4) Re-do
2) Align justify 5) Print document
3) Page break (next page)
- Q.4** (a) Enumerate functions of MS Excel, discuss any one in short. **06**
(b) Write a note on computer virus. **05**
(c) Give full form of the following networking terms. **05**
1) WAN 4) MODEM
2) LAN 5) VPN
3) MAN
- Q.5** (a) What is a slide master in MS PowerPoint? Discuss in detail. **06**
(b) Give examples of online data bases / websites related to pharmacy. **05**
(c) 1) Classify printers with examples. **05**
2) Classify storage devices with example.
- Q. 6** (a) Write a note on Step by Step Mail Merge using MS Word. **06**
(b) 1) Enlist software to draw chemical structures. **05**
2) Give full form of PDF, discuss advantages of PDF.
(c) Write a note on Email. **05**
- Q.7** (a) Discuss various views in MS PowerPoint. **06**
(b) Write a note on control panel (Windows OS). **05**
(c) Enumerate various available chart types in MS Excel. **05**
