

GUJARAT TECHNOLOGICAL UNIVERSITY
BPHARM – SEMESTER – I • EXAMINATION – WINTER 2012

Subject code: 2210005**Date: 21-01-2013****Subject Name: Basics of 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) Write a note on: 1) History of computers. 2) Utility of computers in Pharmacy. **06**
(b) Enumerate input and output devices, discuss advantages of pen drive. **05**
(c) What is computer virus? Discuss problems associated with virus and its remedies. **05**
- Q.2** (a) Define operating system and discuss various types of operating systems in detail. **06**
(b) Differentiate GUI and CUI. **05**
(c) Write a note on Windows explorer and its utility. **05**
- Q.3** (a) Give keyboard shortcuts of the following for MS Word. **06**
(1) Opening a new document (2) Justify text (3) Print document
(4) Subscript letter (5) Select all content (6) Page break
(b) Enumerate word processing softwares, give advantages of MS Word. **05**
(c) Discuss all page setup parameters in detail. **05**
- Q.4** (a) Explain in short **06**
(1) Relative referencing (2) Absolute referencing (3) Mixed referencing
(b) Enumerate various charts in MS Excel, Explain pie chart with example. **05**
(c) Enumerate types of functions available in MS Excel, discuss any one. **05**
- Q.5** (a) Explain slide master, handout master and notes master with application. **06**
(b) Write a detail note on animation of slides in MS PowerPoint. **05**
(c) Give full form of PDF, discuss advantages of PDF. **05**
- Q.6** (a) Enumerate different web browsers and discuss any one. **06**
(b) Write a detail note on Email **05**
(c) Explain the terms **05**
(1) WAN (2) LAN (3) WLAN (4) VPN (5) MAN
- Q.7** (a) Answer the following. **06**
(1) Define search engine and give its applications.
(2) What is Mail merge? Give steps of implementing the Mail Merge.
(b) Write a note on MS Outlook. **05**
(c) Write a note on MS Access. **05**
