Seat No.: _____ Enrolment No._____

GUJARAT TECHNOLOGICAL UNIVERSITY

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

Subject Code: 2210005 **Date: 05-01-2015**

Subject Name: Basics of 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)**	Explain computer classification.	**06**
	(b)	Explain computer virus and problems associated with virus infection and its remedies.	**05**
	(c)	Write down application of computers in Pharmacy.	**05**
Q.2	**a)**	Explain (**Any three**): i) Paste special, ii) Components of Control Panel, iii) Star Menu, iv)Recycle bin	**06**
	(b)	What is OS? Write in brief its types and characteristics.	**05**
	(c)	Write a note on “mail merge” in MS-WORD.	**05**
Q.3	**(a)**	Write a note on windows taskbar.	**06**
	(b)	Write a short note on “FORMAT” menu in MS-WORD.	**05**
	(c)	Write a note on windows explorer.	**05**
Q.4	**(a)**	Give shortcuts for the following functions in MS Word. (i) Undo, (ii) New document, (iii) Italic font, (iv) Replace, (v) Hyperlink, (vi) Centre Alignment	**06**
	(b)	Enlist different types of charts in MS-Excel and explain anyone in details.	**05**
	(c)	What are the advantages of MS-EXCEL?	**05**
Q.5	**(a)**	How do you perform following functions in MS Excel: (i) Square root, (ii) Standard Deviation, (iii) ANOVA	**06**
	(b)	Draw and explain the MS-EXCEL screen.	**05**
	(c)	Discuss the function of custom animation tool in MS-POWERPOINT.	**05**
Q. 6	**(a)**	Discuss benefits of E-mail and write steps for sending it.	**06**
	(b)	Write down note on web browser.	**05**
	(c)	Discuss the components of Email.	**05**
Q.7	**(a)**	Explain the following (i) MS Paint, (ii) MS Access, (iii) Outlook	**06**
	(b)	What is PDF? Discuss ACROBAT Reader.	**05**
	(c)	Write a brief note on pharmaceutical websites.	**05**

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