

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**): **06**
i) Paste special, ii) Components of Control Panel, iii) Star Menu, iv) Recycle bin
 - (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. **06**
(i) Undo, (ii) New document, (iii) Italic font, (iv) Replace, (v) Hyperlink, (vi) Centre Alignment
 - (b) Enlist different types of charts in MS-Excel and explain any one in details. **05**
 - (c) What are the advantages of MS-EXCEL? **05**
- Q.5**
- (a) How do you perform following functions in MS Excel: **06**
(i) Square root, (ii) Standard Deviation, (iii) ANOVA
 - (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 **06**
(i) MS Paint, (ii) MS Access, (iii) Outlook
 - (b) What is PDF? Discuss ACROBAT Reader. **05**
 - (c) Write a brief note on pharmaceutical websites. **05**
