

Seat No.: \_\_\_\_\_

Enrolment No. \_\_\_\_\_

# GUJARAT TECHNOLOGICAL UNIVERSITY

B. Pharmacy Sem-I Remedial examination March 2009

Subject code: 210002

Subject Name: Basic Computer Application

Date: 16 / 03 / 2009

Time: 02:30pm To-05:30pm

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) Enlist different input & output devices of computer. Explain any two output devices in detail. **06**  
 b) Write a detailed note on application of computers in the field of pharmacy. **04**  
 c) Briefly explain the following terms (*Any Three*) **06**  
 i) Super computer ii) ASCII code  
 iii) Computer virus iv) Storage devices for computer
- Q.2** a) What is operating system? Discuss the functions and types of MS-DOS. **04**  
 b) Write a detailed note on internal and external commands of MS-DOS. **06**  
 c) Briefly explain the following terms (*Any Three*) **06**  
 i) Recycle bin ii) Autoexec.bat file  
 iii) Control panel iv) Start-menu
- Q.3** a) Enlist the different menus of MS-Word file. Explain Find, Replace and Go To options in MS word. **05**  
 b) Write a detailed note on mail merge in MS Word. **05**  
 c) Briefly explain the following terms for MS-Word (*Any Three*) **06**  
 i) Paste special ii) Header and Footer  
 iii) Autocorrect iv) Orientation
- Q.4** a) Out line the steps to create XY chart in new sheet of MS-Excel. **06**  
 b) Enlist the types of functions available in MS-Excel. Describe any one in detail. **04**  
 c) Briefly explain the following terms for MS-Excel (*Any Three*) **06**  
 i) t-test ii) Formula bar  
 iii) Arithmetic operators iv) Conditional formatting
- Q.5** a) Explain slide master, handout master, and note master in detail. **08**  
 Differentiate between: Slide transition and custom animation in MS-Powerpoint.  
 b) What is pdf file? Give characteristic, advantages and applications of pdf file. **08**
- Q.6** a) Write a detailed note on: Outlook express **OR** Chemdraw. **05**  
 b) Write a detailed note on mail merge. **06**  
 c) Describe bullets and numbering options in MS-Word. **05**
- Q.7** a) Enlist any four websites each related to pharmaceutical journals and patents. **04**  
 b) Discuss the components of email. **06**  
 c) Briefly explain the following terms (*Any Three*): **06**  
 i) http ii) URL  
 iii) Search Engines iv) LAN

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