GUJARAT TECHNOLOGICAL UNIVERSITY B. Pharm. - SEMESTER-I • EXAMINATION - SUMMER-2016 Subject Code: 210002 Date: 01/06/2016 Subject Name: Basic 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** Explain in brief about computer organization with diagram. **(a) 06** Explain different storage devices. 05 **(b)** Describe the functions of Operating System(OS). (c) 05 Q.2 Write a short note on "Mail merge" in MS-WORD. **06** (a) Write a short note on MS-OUTLOOK. 05 **(b)** Explain "FORMAT" menu in MS-WORD. (c) 05 Q.3 **(a)** Explain basic DOS commands in detail. **06** Explain types of operating systems in detail. **(b)** 05 Explain structure of electronic mail. (c) 05 **Q.4 (a)** Explain in detail steps to insert a chart in MS-EXCEL. **06** Explain statistical functions performed in MS-EXCEL. **(b)** 05 Differentiate LAN and WAN. (c) 05 Q.5 **(a)** Explain BUS topology with its merits and demerits. 06 Draw a labelled diagram of screen of MS-WORD. 05 **(b)** (c) Discuss briefly about ADOBE reader. 05 Q. 6 **(a)** Write a short note on classification of computers. 06 Explain the function of custom animation tool in powerpoint. 05 **(b)** (c) Write a short note on slide transition. 05 **Q.7 (a)** Describe the applications of computers in pharmacy. 06 Explain in detail windows task bar. 05 **(b)** Explain in detail Windows XP features. 05 (c)
