GUJARAT TECHNOLOGICAL UNIVERSITY B. PHARM – SEMESTER I • EXAMINATION – WINTER • 2015 Subject code: 2210005 Date: 07-01-2016 **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. Give keyboard shortcuts of the following in MS Word. Q.1 (a) 06 (1) Save a file (2) Cut the selected content (3) Un do last action (4) Align right (5) Superscript the selected text (6) Align justify How computers are useful in pharmacy? Explain in detail. 05 (b) Define operating system, Classify operating systems with examples. (c) 05 **Q.2** (a) Discuss the following in brief. 06 (1) Start menu (2) Desktop Define computer virus, discuss problems associated with it. 05 (b) Explain step by step mail merge function in MS Word. (c) 05 Q.3 Give two examples of text editors other than MS Word, discuss advantages (a) 06 offered by MS Word. Discuss history of computers in detail. 05 (b) Give full form of any five of the following abbreviations (c) 05 (1) LAN (2) WAN (3) GUI (4) MODEM (5) WWW (6) ftp (7) http Q.4 (a) Write a note on Paragraph formatting in MS Word. 06 Explain the functions of Taskbar in detail. 05 (b) (c) Enumerate different types of charts and explain steps to insert it in MS Excel. 05 Discuss the following terms regarding MS PowerPoint in short. Q.5 (a) **06** (1) Slide master (2) Handout master (3) Notes master Enumerate software for drawing chemical structures, discuss any one. 05 (b) Differentiate "Save" and "Save As". (c) 05 Differentiate function and formula; Enumerate various functions of MS Excel. 06 **Q.** 6 (a) Write a note on Outlook. 05 (b) Define web browser, give three examples of web browsers. 05 (c) **Q.7** Give two examples of each of the following 06 (a) (1) Removable storage device (2) Output devices (3) Input devices (b) Give full form of PDF, discuss advantages offered by PDF. 05 What is search engine, give three examples of search engines? 05 (c)
