

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
B. Pharm. – SEMESTER – I • EXAMINATION – SUMMER • 2014

Subject Code: 210002

Date: 20-06-2014

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	(a) Explain following functions in MS Word (any three): a) Protecting a document b) Autofit c) Saving a document d) Column	06
	(b) Write a short note on Input Devices	05
	(c) Draw the Format menu and explain Bullet and Numbering in MS Word	05
Q.2	(a) Give the shortcuts for the following functions in MS Word a) Cut b) Replace c) Hyperlink d) Italic e) Central align f) Subscription	06
	(b) Give classification of computers and explain application of computers in Pharmacy	05
	(c) Explain Mail merge in MS Word	05
Q.3	(a) How do you perform following functions in MS Excel: a) Square root b) Standard Deviation c) ANOVA	06
	(b) Enlist various Operating System and write about DOS in detail	05
	(c) Enlist types of chart in MS excel and explain line graph with example	05
Q.4	(a) Write brief on following functions of MS Power Point a) Header and Footer b) Print c) Duplicate slide	06
	(b) Explain slideshow menu in MS Power Point	05
	(c) Write in detail about CHEMDRAW	05
Q.5	(a) Write about the component and working of E-mail	06
	(b) What is pdf? Explain ACROBAT Reader	05
	(c) Explain MS Outlook	05
Q. 6	(a) Introduce following terms: a) Software b) Computer virus c) ASCII	06
	(b) Introduce MS Excel Worksheet with labeled diagram and write brief on calculation in MS Excel	05
	(c) Define: Computer Networking and Write about components of network	05
Q.7	(a) Explain following: (any three) a) Patent websites b) Page Setup in MS Word c) Hard Disk d) My Document	06
	(b) Explain accessories in windows	05
	(c) Outline the steps to create animation in MS Power Point	05
