

GUJARAT TECHNOLOGICAL UNIVERSITY
B. Pharm. – SEMESTER – I • EXAMINATION – SUMMER • 2015

Subject Code: 2210005

Date: 03-06-2015

Subject Name: Basics of 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.

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|-------------|---|-----------|
| Q.1 | (a) Write a note on different types of calculations performed using MS-EXCEL. | 06 |
| | (b) Write a short note on keyboard short cuts in MS-OFFICE. | 05 |
| | (c) Write a brief note on pharmaceutical websites. | 05 |
| Q.2 | (a) Give classification of computers. | 06 |
| | (b) Write a note on “DATA” menu in MS-EXCEL. | 05 |
| | (c) Write a short note on “FORMAT” menu in MS-WORD. | 05 |
| Q.3 | (a) Discuss the significance of “FILE” menu in MS-WORD. | 06 |
| | (b) Discuss benefits of E-mail and write steps for sending it. | 05 |
| | (c) Draw a neat and labeled diagram of screen of MS-WORD. | 05 |
| Q.4 | (a) Write a note on “mail merge” in MS-WORD. | 06 |
| | (b) Explain the function of custom animation tool in MS-POWERPOINT. | 05 |
| | (c) Discuss briefly about ADOBE reader and CHEMDRAW. | 05 |
| Q.5 | (a) Write a note on MS-OUTLOOK. | 06 |
| | (b) Explain different generations of computer. | 05 |
| | (c) Write a note on slide transition and slide show. | 05 |
| Q. 6 | (a) What do you mean by (i) HTTP; (ii) URL; (iii) PDF? | 06 |
| | (b) Enumerate basic DOS commands and discuss any two in detail. | 05 |
| | (c) Enumerate different types of chart and explain steps to insert chart in MS-EXCEL. | 05 |
| Q.7 | (a) Define operating system and give its functions. | 06 |
| | (b) Give names and functions of various Input and Output devices. | 05 |
| | (c) Explain applications of computer in pharmacy. | 05 |
