

Seat No.: _____

Enrolment No. _____

GUJARAT TECHNOLOGICAL UNIVERSITY
B.Pharm- SEMESTER- I- EXAMINATION – SUMMER 2017

Subject Code: 2210005 **Date: 14/06/2017**
Subject Name: BASICS OF COMPUTER APPLICATIONS
Time: 02:30 PM to 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) Write a brief note on pharmaceutical websites.	06
	(b) Define computer virus, discuss problems associated with it.	05
	(c) Give classification of computers.	05
Q.2	(a) Explain step by step mail merge function in MS-WORD.	06
	(b) Discuss the significance of “FILE” menu in MS-WORD.	05
	(c) Write down application of computers in Pharmacy.	05
Q.3	(a) Discuss the following in brief. (1) Start menu (2) Desktop	06
	(b) Write a short note on keyboard short cuts in MS-OFFICE.	05
	(c) What is OS? Write in brief its types and characteristics.	05
Q.4	(a) Give full form of any five of the following abbreviations (1) LAN (2) WAN (3) GUI (4) MODEM (5) WWW (6) ftp (7) http	06
	(b) Draw a neat and labeled diagram of screen of MS-WORD.	05
	(c) Write down note on web browser.	05
Q.5	(a) Write a note on slide transition and slide show.	06
	(b) Enumerate software for drawing chemical structures, discuss any one.	05
	(c) Write a note on MS-OUTLOOK.	05
Q. 6	(a) What is PDF? Discuss ACROBAT Reader.	06
	(b) Discuss benefits of E-mail and write steps for sending it.	05
	(c) Give names and functions of various Input and Output devices.	05
Q.7	(a) Enumerate different types of chart and explain steps to insert chart in MS-EXCEL.	06
	(b) Discuss the function of custom animation tool in MS-POWERPOINT	05
	(c) Differentiate function and formula; Enumerate various functions of MS Excel.	05
