

Seat No.: \_\_\_\_\_

Enrolment No. \_\_\_\_\_

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

**Subject Code: 2210005**

**Date: 05-01-2015**

**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.**

- |             |                                                                                                                                                                  |           |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Q.1</b>  | (a) Explain computer classification.                                                                                                                             | <b>06</b> |
|             | (b) Explain computer virus and problems associated with virus infection and its remedies.                                                                        | <b>05</b> |
|             | (c) Write down application of computers in Pharmacy.                                                                                                             | <b>05</b> |
|             |                                                                                                                                                                  |           |
| <b>Q.2</b>  | (a) Explain ( <b>Any three</b> ):<br>i) Paste special, ii) Components of Control Panel, iii) Star Menu, iv) Recycle bin                                          | <b>06</b> |
|             | (b) What is OS? Write in brief its types and characteristics.                                                                                                    | <b>05</b> |
|             | (c) Write a note on “mail merge” in MS-WORD.                                                                                                                     | <b>05</b> |
|             |                                                                                                                                                                  |           |
| <b>Q.3</b>  | (a) Write a note on windows taskbar.                                                                                                                             | <b>06</b> |
|             | (b) Write a short note on “FORMAT” menu in MS-WORD.                                                                                                              | <b>05</b> |
|             | (c) Write a note on windows explorer.                                                                                                                            | <b>05</b> |
|             |                                                                                                                                                                  |           |
| <b>Q.4</b>  | (a) Give shortcuts for the following functions in MS Word.<br>(i) Undo, (ii) New document, (iii) Italic font, (iv) Replace, (v) Hyperlink, (vi) Centre Alignment | <b>06</b> |
|             | (b) Enlist different types of charts in MS-Excel and explain anyone in details.                                                                                  | <b>05</b> |
|             | (c) What are the advantages of MS-EXCEL?                                                                                                                         | <b>05</b> |
|             |                                                                                                                                                                  |           |
| <b>Q.5</b>  | (a) How do you perform following functions in MS Excel:<br>(i) Square root, (ii) Standard Deviation, (iii) ANOVA                                                 | <b>06</b> |
|             | (b) Draw and explain the MS-EXCEL screen.                                                                                                                        | <b>05</b> |
|             | (c) Discuss the function of custom animation tool in MS-POWERPOINT.                                                                                              | <b>05</b> |
|             |                                                                                                                                                                  |           |
| <b>Q. 6</b> | (a) Discuss benefits of E-mail and write steps for sending it.                                                                                                   | <b>06</b> |
|             | (b) Write down note on web browser.                                                                                                                              | <b>05</b> |
|             | (c) Discuss the components of Email.                                                                                                                             | <b>05</b> |
|             |                                                                                                                                                                  |           |
| <b>Q.7</b>  | (a) Explain the following<br>(i) MS Paint, (ii) MS Access, (iii) Outlook                                                                                         | <b>06</b> |
|             | (b) What is PDF? Discuss ACROBAT Reader.                                                                                                                         | <b>05</b> |
|             | (c) Write a brief note on pharmaceutical websites.                                                                                                               | <b>05</b> |

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