

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.

- Q.1** (a) Give keyboard shortcuts of the following in MS Word. **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
- (b) How computers are useful in pharmacy? Explain in detail. **05**
- (c) Define operating system, Classify operating systems with examples. **05**
- Q.2** (a) Discuss the following in brief. **06**
(1) Start menu (2) Desktop
- (b) Define computer virus, discuss problems associated with it. **05**
- (c) Explain step by step mail merge function in MS Word. **05**
- Q.3** (a) Give two examples of text editors other than MS Word, discuss advantages offered by MS Word. **06**
- (b) Discuss history of computers in detail. **05**
- (c) Give full form of any five of the following abbreviations **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**
- (b) Explain the functions of Taskbar in detail. **05**
- (c) Enumerate different types of charts and explain steps to insert it in MS Excel. **05**
- Q.5** (a) Discuss the following terms regarding MS PowerPoint in short. **06**
(1) Slide master (2) Handout master (3) Notes master
- (b) Enumerate software for drawing chemical structures, discuss any one. **05**
- (c) Differentiate “Save” and “Save As”. **05**
- Q.6** (a) Differentiate function and formula; Enumerate various functions of MS Excel. **06**
- (b) Write a note on Outlook. **05**
- (c) Define web browser, give three examples of web browsers. **05**
- Q.7** (a) Give two examples of each of the following **06**
(1) Removable storage device
(2) Output devices
(3) Input devices
- (b) Give full form of PDF, discuss advantages offered by PDF. **05**
- (c) What is search engine, give three examples of search engines? **05**
