

**DIPLOMA IN PANCHAYAT LEVEL  
ADMINISTRATION AND DEVELOPMENT**

**Term-End Examination**

**December, 2012**

**BPR-005 : BASIC COMPUTER LITERACY**

*Time : 3 hours*

*Maximum Marks : 100*

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- Note :**
- (i) *Attempt all the **five** questions.*
  - (ii) *All questions carry **equal** marks.*
  - (iii) *Answer to question nos **1** and **2** should not exceed **500** words each.*
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1. Describe the features of any two input devices which are used to feed data in a computer. 20

**OR**

- Define the term "Computer network". Explain the advantages and disadvantages of networks. 20

2. Explain any two functions of MS - Excel. 20

**OR**

- Describe important features of any two Internet tools. 20

3. Answer *any two* of the following in about 250 words each :

- (a) Explain the process of opening Windows Explorer. 10

- (b) Explain some advanced features of MS - Word. 10
- (c) What is Clip Art ? How can it be used in an animation presentation ? 10
4. Explain *any two* of the following in about 200 words each :
- (a) Journal 10
- (b) Bus Topology and Ring Topology 10
- (c) Editing Worksheets. 10
5. Write short notes on *any four* of the following in about 100 words each :
- (a) Web Servers 5
- (b) Pen Drive 5
- (c) Credit and Debit 5
- (d) Fire Wall 5
- (e) Slide Design in Power Point Presentation 5
- (f) Dial up Connection 5
- (g) World Wide Web (WWW) 5
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