MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination
December, 2012

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ hours   *Maximum Marks : 75*

Note :   *Question No. 1 is compulsory and carries 15 marks.*
Attempt any three questions from the remaining.

1. (a)   Explain the following in 2-3 sentences   **10**
          each :-

    (i)   Internal Memory

    (ii)   URL

    (iii) Microsoft office

    (iv)   Cursor

    (v)   Recycle bin

    (b)   List any ten facilities/settings available on   **5**
          the Control Panel.

2. (a)   Explain the data processing cycle in a   **10**
          computer with the help of a diagram.

(b) What is "Graphical User Interface (GUI)" ? Briefly explain the following components of GUI. **2+2+2+2+2**

- Window

- Menus

- Icons

- Buttons

3. Explain step-wise the mechanism of the following processes. **5+5+5+5**

(a) Finding a specific file name or Word in Windows

(b) Setting or Removing Tab stops in Paragraphs.

(c) Line spacing in Word

(d) Spell check a document using the spelling and grammar dialog box.

4. (a) Define the following terms used in context of the internet. **2x5=10**

- Network

- Modem

- Website

- Favourite Folder

- Home Page

(b) As a researcher, briefly outline how the internet will be of use to you. Explain giving examples. **10**

5. (a) What is a presentation ? Explain how you would carry out the following procedures using power point. **2½+2½**

   (i) Create a blank presentation and try to insert slides before and after a slide.

   (ii) Insert a word table on a slide.

   (b) Briefly outline the uses and features of MS - Excel. **10**

   (c) What is mail merge ? How can it be of use to you ? **5**

6. Write short notes on *any four* of the following :

   (a) System Tools - Uses **5+5+5+5**

   (b) Hardware troubleshooting

   (c) Health and safety issues associated with computers

   (d) Viruses and preventing virus problems

   (e) Macros