

**DIPLOMA IN PANCHAYAT LEVEL  
ADMINISTRATION AND DEVELOPMENT**

**Term-End Examination**

**December, 2014**

**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) *Answers to question nos. 1 and 2 should not exceed 500 words each.*
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1. Compare and contrast the client server network architecture with the Peer to Peer network architecture of the Computer Networks. **20**

**OR**

Draw Block diagram for the Basic structure of computer system. Discuss the functions of each unit, involved in the basic structure of computer system.

2. Discuss the need of tables and spell-checker facilities in MS-Word. Write down the steps to turn-off the facility of automatic spell checking. **20**

**OR**

What are functions of MS-Excel ? Write down the steps to insert a formula in excel worksheet.

3. What is the use of animation in any presentation ? 20  
Write down the steps to insert an image into a presentation.

**OR**

Define **any four** of the following terms giving their use in Computing / Internet :

- (a) Online Services
  - (b) Voice over Internet Protocol (VoIP)
  - (c) Addresses used in Internet
  - (d) Double entry system in Accounting
  - (e) Operating system
  - (f) Wireless medium
4. How Internet differs from WWW ? What are the various advantages of Internet ? 20

**OR**

Discuss the term Trial Balance, along with the objectives of preparing it. Identify the limitations of Trial Balance.

5. Differentiate between following (**Any two**) : 20
- (a) Ring topology and Star topology
  - (b) Primary memory and Secondary memory
  - (c) FTP and TELNET

**OR**

Write short notes on (**Any two**) :

- (a) Network devices
  - (b) Optical disks and its types
  - (c) Blogging
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