00603

DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT

Term-End Examination

December, 2015

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours *Maximum Marks : 100*

Note : Attempt all the five questions. All questions carry equal marks. Answers to questions 1 and 2 should not exceed 500 words each.

1. Describe briefly any four applications of Internet. **20**

OR

Explain the following in the context of Windows **20** Operating System.

(a) Desktop

(b) Menu and icons

(c) Finding files and folders

(d) Cut, copy and paste

2. With the help of diagrams, explain the Bus, Ring **20** and Star topologies. Also mention their advantages and disadvantages.

OR

Define the term Computer Network. List the **20** advantages of Networks over stand alone systems. Explain the features of LAN and WAN with the help of diagrams.

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

   (a) Explain the terms Journal and Ledger in the **10** context of Accounting with suitable example of each.

   (b) Features of computerised payroll system. **10**

   (c) Define an Operating System. What are its **10** basic functions ? List any 3 popular operating systems.

4. Define the following **(any four)** :

   (a) List the features of CD-ROM. What are its **5** advantages ?

   (b) Computer Monitors **5**

   (c) Procedure to change the screen saver in **5** Windows

   (d) Dial-up connection to Internet **5**

   (e) Online Resources **5**

   (f) File Transfer **5**

5. Define **any eight** of the following giving their use : **2½x8=20**

   (a) Procedure to Insert an Image in MS - Word.

   (b) Procedure to add a table in a WORD document.

(c)   Step by step process to add date and time in a worksheet.

(d)   Step by step process to find sum of numbers in a given column in EXCEL.

(e)   Inserting Word-Art in a MS - PowerPoint presentation.

(f)   Saving and closing a presentation in MS - PowerPoint.

(g)   IP address.

(h)   Web Server.

(i)   Random Access Memory.

(j)   Aligning text in MS - Word.

(k)   Uses of MS - PowerPoint.

(l)   Uses of MS - Word.

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