

**MASTER OF SCIENCE (DIETETICS AND  
FOOD SERVICE MANAGEMENT)**

**Term-End Examination**

**December, 2015**

**MFN-010 : UNDERSTANDING COMPUTER  
APPLICATIONS**

026663

*Time : 2½ hours*

*Maximum Marks : 75*

- Note :** (i) Question number 1 is **compulsory** and carries 15 marks.
- (ii) Attempt **any three** questions from the remaining questions.

1. (a) Define the following terms (in **two to three** sentences each) **2x5=10**
- (i) Print Preview
  - (ii) Hyperlink
  - (iii) Format Painter
  - (iv) CPU
  - (v) Worksheet
- (b) Fill in the blanks with suitable words given below : **1x5=5**
- (i) \_\_\_\_\_ option in MS Word allows you to search a word in the text.
  - (ii) \_\_\_\_\_ part of operating system, manages the memory component.
  - (iii) \_\_\_\_\_ is the part of computer, which is visible to naked eyes.

(iv) \_\_\_\_\_ allows to display information in bottom margin.

(v) \_\_\_\_\_ is used to build and modify database objects and also to create new queries. Options : (hardware, design view, footer, memory management unit, find)

2. (a) Explain the method to troubleshoot the following devices : **5+5=10**
- (i) Modem
  - (ii) Mouse
- (b) How can data be processed by a computer ? Explain the process with the help of suitable diagrams. **10**
3. (a) List the steps you would follow to perform the following : **5+5=10**
- (i) Spell check a document in MS Word.
  - (ii) Create a chart in MS Excel.
- (b) Graphically illustrate and explain various views in a PowerPoint Presentation. **10**
4. (a) Explain the functions of a computer. **5**
- (b) How will you perform the following using MS PowerPoint. **5+5+5=15**
- (i) Setting slide transitions and slide timings.
  - (ii) Slide creation and editing.
  - (iii) Inserting a Word table

5. (a) Explain different types of text alignment in MS Word. 5
- (b) Explain briefly the process of Mail Merge in MS Word. 5
- (c) Describe the use of following system tools :
- (i) Disk Defragmenter 2.5x4=10
  - (ii) Scan Disk
  - (iii) Disk Cleanup
  - (iv) Backup
6. Write short notes on **any four** of the following :
- (a) Microsoft Outlook Express. 5+5+5+5=20
  - (b) Search Engine.
  - (c) Ergonomics.
  - (d) Statistical function in MS Excel.
  - (e) Creating a folder.
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