

00124

**DIPLOMA IN PANCHAYAT LEVEL  
ADMINISTRATION AND DEVELOPMENT**

**Term-End Examination**

**December, 2016**

**BPR-005 : BASIC COMPUTER LITERACY**

*Time : 3 hours*

*Maximum Marks : 100*

---

*Note : (i) Attempt all five questions.*

*(ii) All questions carry equal marks.*

*(iii) Answers to question no. 1 and 2 should not exceed  
500 words each.*

---

1. What is internet ? How internet is different from www (world wide web) ? Discuss the structure of web address. 20

**OR**

Discuss the role of each component of computer system with the help of a block diagram. 20

2. Briefly discuss about the following : 20
- (a) Image Scanner
  - (b) OMR
  - (c) MICR
  - (d) Printer

**OR**

Write the steps to perform following tasks using MS-Word : 20

- (a) Inserting a table
- (b) Finding and replacing a text
- (c) Checking and correcting spellings
- (d) Formatting of text

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

- (a) What are the characteristics of Local Area Network (LAN) ? How is LAN different from Wide Area Network (WAN) ? 10
- (b) How can you use MS-Excel to record various accounting transactions using variables like assets, liabilities and capital ? 10
- (c) How clipart can be used to enhance a presentation ? Write all the required steps. 10

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

- (a) Briefly discuss the utility of following components of windows operating system : 10
  - (i) My Computer
  - (ii) My Documents
  - (iii) Recycle Bin
  - (iv) Internet Explorer
- (b) Briefly discuss about the following : 10
  - (i) Presentation Software
  - (ii) Repeater
  - (iii) E-mail
  - (iv) Screen saver of a computer
- (c) What are the components of a pay-roll ? How can you use MS-Excel for developing a pay roll ? 10

5. Write short notes on **any five** of the following in about **100** words each :

- |     |  |   |
|-----|--|---|
| (a) | IP Address                                   | 4 |
| (b) | Creating Folders                             | 4 |
| (c) | Selecting Cell Range                         | 4 |
| (d) | Protocol in the Context of Computer Networks | 4 |
| (e) | Social Networking                            | 4 |
| (f) | Magnetic Disks                               | 4 |
| (g) | Optical Fiber Cable                          | 4 |
| (h) | Wireless Medium                              | 4 |
-