

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 :

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|--|---|
| (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 |
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