DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT

00263

Term-End Examination

December, 2017

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours   *Maximum Marks : 100*

Note : *(i)* *Attempt all the 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 primary storage in a computer ? How is   20
   it different from secondary storage ? Explain the
   following in respect of primary storage :
   (i) Capacity of Primary Memory
   (ii) Random Access Memory
   (iii) Read only Memory
   (iv) Cache Memory

OR

   (a) What is MS-Excel ? Explain use of the   10
   following Excel functions.
   (i) SUM
   (ii) MIN
   (iii) MAX
   (iv) COUNT

(b) Explain following features of MS-Word : **10**
   (i) Find and Replace
   (ii) Spell Checker
   (iii) Font type and size
   (iv) Bullet and Numbers

2. (a) What is software ? Explain different types **10**
      of software.

   (b) What do you mean by input device in the **10**
      context of computer ? Explain any two
      input devices.

OR

   (a) What is ring topology ? How is it different **10**
      from star topology ?

   (b) In Windows operating system based **10**
      desktop computer, how do you do the
      following tasks :
      (i) Restart
      (ii) Create Folder
      (iii) Change date and time
      (iv) Empty Recycle Bin

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

   (a) How can you create table and insert picture **10**
      from clip art in MS-Power Point
      presentation ? List the steps required for
      these activities

   (b) Explain trial balance in the context of **10**
      accounting. How can MS-Excel help in
      creating trial-balance ?

   (c) What is computer network ? Explain four **10**
      advantages of computer network.

4. Describe the following (**any four**) :
   (a) Hard disk   5
   (b) Wide Area Networks (WAN)   5
   (c) Any two components of document window   5
   in MS-word
   (d) Inserting date and time in MS-Excel   5
   Worksheet
   (e) Accounting equations   5
   (f) Blogging   5

5. Define the following terms giving their usage/
   applicability (**any eight**) : $8 \times 2\frac{1}{2} = 20$
   (a) World Wide Web (WWW)
   (b) File and folders
   (c) HTTP
   (d) Operating system
   (e) Central Processing Unit (CPU)
   (f) IP Address
   (g) Web Servers
   (h) Pay Roll System
   (i) Wireless Medium
   (j) Journal
   (k) Optical Disk
   (l) Compiler