

**DIPLOMA IN PANCHAYAT LEVEL
ADMINISTRATION AND DEVELOPMENT
(DPLAD)**

Term-End Examination

00722

December, 2018

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours

Maximum Marks : 100

Note :

1. *Attempt all five questions.*
2. *All questions carry equal marks.*
3. *Answers to questions no. 1 and 2 should not exceed 500 words each.*

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1. What is a computer ? Explain the characteristics of a computer. Explain the structure of a computer with the help of a diagram. 20

OR

What is Network Topology ? Explain Star Topology and Ring Topology with the help of diagrams. 20

2. Discuss the term Trial Balance along with the objectives of preparing it. Also identify the limitations of Trial Balance. How can MS-Excel be used for creating Trial Balance ? 20

OR

What is a PowerPoint presentation ? Explain normal view, slide sorter view, and slide show view of a presentation. Explain the process of inserting a chart in a PowerPoint presentation. 20

3. Answer any *two* of the following in about 250 words each :
- (a) Entering formula and function in a worksheet 10
 - (b) Advantages and uses of computer networks 10
 - (c) Role of MS-Excel in payroll preparation 10

4. Answer any *two* of the following in about 250 words each :
- (a) What are the roles of files, folders, desktop and My Computer in Windows Operating System ? 10
 - (b) Explain the uses of World Wide Web (www) and e-mail services 10
 - (c) What is a web client and a web server ? How do they interact with each other ? 10

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

- (a) IP-Address and Web Address 4
 - (b) Magnetic Tape and Magnetic Disk 4
 - (c) Wireless Medium 4
 - (d) Application Software 4
 - (e) Advance Tax 4
 - (f) Ledger 4
 - (g) Social Networking 4
 - (h) Inserting Tables in MS-Word 4
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