

No. of Printed Pages : 4

BPR-005

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

Term-End Examination

December, 2020

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 computer software ? What are different categories of software ? What is application software ? How are application software different from operating system ? 20

Or

- (a) What are different network devices ?
Explain use of *Repeater* and *Bridge*. 10

P. T. O.

- (b) What is the purpose of MS-Word ? Explain use of Print Preview in MS-Word. How can you print a document in MS-Word ? 10
2. (a) Explain use of the following MS-Excel functions : 10
- (i) SUM
 - (ii) MIN
 - (iii) MAX
 - (iv) COUNT
- (b) What is Internet ? Explain advantages of Internet. 10

Or

- (a) What is client/server computing ? Explain. 10
- (b) Explain use of the following components / features available on Computer Desktop : 10
- (i) Taskbar
 - (ii) My Computer

(iii) Recycle Bin

(iv) Folder

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

(a) Explain how to create, rename and delete files and folders on a disk. 10

(b) Explain goals of payroll system. 10

(c) Explain how a chart is inserted in a Power Point presentation. 10

4. Describe the following (any *four*) :

(a) Web Browser 5

(b) Trial Balance 5

(c) Liabilities and Assets 5

(d) I/O devices 5

(e) Text Alignments in MS-Word 5

(f) Network Topology 5

5. Define any *eight* of the following terms giving their uses/applicability : $8 \times 2\frac{1}{2} = 20$

(a) LAN

- (b) CD-ROM
- (c) Hard Disk
- (d) Cache Memory
- (e) CPU (Central Processing Unit)
- (f) Router
- (g) HTTP (Hyper Text Transfer Protocol)
- (h) Social Networking
- (i) Assembler
- (j) DNS (Domain Name System)
- (k) Double Entry System
- (l) Trading Account