

01403

**DIPLOMA IN PANCHAYAT LEVEL
ADMINISTRATION AND DEVELOPMENT**

Term-End Examination

June, 2012

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours

Maximum Marks : 100

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- Note :**
- (i) *Attempt all the five questions.*
 - (ii) *All questions carry equal marks.*
 - (iii) *Answer to question no. 1 and 2 should not exceed 500 words each.*
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1. Define the term "computer". Describe the functional components of a computer. 20

OR

Explain any four functions of MS-Word. 20

2. Explain the basic elements of power point. 20

OR

Describe any four advantages of internet. 20

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

(a) Identify different types of computer networks. 10

(b) What are folders ? List the steps involved in creating a folder. 10

- (c) What is the purpose of spell checker in MS-Word ? Explain the steps for checking a document using spell checker. 10
4. Explain *any two* of the following in about 200 words each :
- (a) Key board and Mouse 10
 - (b) Structure of Internet 10
 - (c) Functions of an Operating System 10
5. Write short notes on *any four* of the following in about 100 words each :
- (a) Central Processing Unit (CPU) 5
 - (b) Primary Storage 5
 - (c) Star Topology 5
 - (d) Podcasting 5
 - (e) Ledger 5
 - (f) Internet Browser 5
 - (g) Trial Balance. 5
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