

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2017

02445

**MFN-010 : UNDERSTANDING COMPUTER
APPLICATIONS**

Time : 2½ hours

Maximum Marks : 75

- Note :** (i) *Question No. 1 is compulsory and carries 15 marks.*
- (ii) *Attempt any three questions from the remaining questions.*

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1. (a) With the help of a block diagram explain data processing cycle of a computer. 10
- (b) Fill in the blanks with suitable words : 5
[Options - Operating system, Graphics, FTP, HTTP, notepad, device driver, control panel, autosave, paint]
- (i) _____ is name of software that makes a specific device to work.
- (ii) _____ is a windows application used to create or edit text files.
- (iii) _____ is a windows application used to create, edit or view pictures.
- (iv) _____ is protocol that is used to transfer file from one computer to another.
- (v) _____ feature of MS Word saves the document automatically after every 10 minutes.

2. (a) Explain the functionality of following in brief. 2x5=10
- (i) Thesaurus
 - (ii) Auto correct feature of desktop publishing
 - (iii) Mail merge
 - (iv) Find and replace
 - (v) Auto content wizard of PowerPoint
- (b) What is meant by sharing data with other applications in MS-Excel ? Write five steps used for embedding an Excel object in another application. 5
- (c) List various steps involved in adding a new contact and retrieving an address in address book. 5
3. (a) Write steps for creating a list using MS-Excel with column headings as names, class, marks, percentage and grade and (i) add some records to it (ii) sort the list on name. 10
- (b) Explain the problems of slow computer and frozen screen. Suggest solutions for these. 5+5=10
4. (a) What is the purpose of MACRO ? How a macro is created in MS-Excel ? 10
- (b) List the steps involved for the following in PowerPoint : 10
- (i) Creating a new slide
 - (ii) Inserting a clip-art
 - (iii) Inserting a table
 - (iv) Running a slide show

5. (a) List the steps involved for printing a document in MS-Word 5
- (b) List various steps to format (align and change of font) a paragraph in a Word Document. 5
- (c) How will you change the system date and time of your computer ? 5
- (d) List the health issues linked with improper use of computers. 5
6. Write short note on **any four** of the following : 20
- (a) Forwarding an E-mail message
- (b) E-mail - etiquette
- (c) Web browser
- (d) Chat facility
- (e) Disk fragmentor
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