

00880

**DIPLOMA IN PANCHAYAT LEVEL  
ADMINISTRATION AND DEVELOPMENT**

**Term-End Examination**

**June, 2018**

**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) Answer to questions no. 1 and 2 should not exceed  
500 words each.*

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1. What is Computer System ? Draw a block diagram to illustrate the basic organisation of computer system and briefly explain the functions of various units. 20

**OR**

Explain the following in the context of windows operating system. 20

- (a) Start button
- (b) Desktop
- (c) Control Panel
- (d) Recycle Bin

2. What is Computer Network ? Describe different types of computer networks with the help of diagrams. 20

**OR**

Write in brief about following devices used in a computer network.

- (a) Bridge
- (b) Hub
- (c) Router
- (d) Repeater

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

- (a) Explain any five applications of Internet Technologies. **10**
- (b) Explain the characteristics of any two secondary storage devices. **10**
- (c) Monthly earning of employees of a company has the following earnings : **10**

Basic Pay, Dearness allowance (=50% of basic pay) and House Rent allowance (=25% of basic pay) and deduction include Provident fund (=10% of basic pay) and Income Tax (=20% of gross earning). Create a sample payslip for two employees whose basic pay is ₹ 1,00,000 and ₹ 60,000 respectively.

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

- (a) List the steps of how a Web client interacts with a Web server. **10**
- (b) Write the steps of changing font size and printing a document in Ms-Word. **10**
- (c) Write the steps of entering a formula and checking spelling in Ms-Excel. **10**

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

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|--|---|
| (a) TCP/IP                               | 4 |
| (b) Inserting clip art in Ms Power Point | 4 |
| (c) Network Topology                     | 4 |
| (d) Operating System                     | 4 |
| (e) Domain Name System (DNS)             | 4 |
| (f) Asset and Liability                  | 4 |
| (g) Blogging                             | 4 |
| (h) Firewall                             | 4 |
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