MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination

June, 2018

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ hours   *Maximum Marks : 75*

Note :   (i)   *Question number 1 is **compulsory** and carries 15 marks.*

(ii)   *Attempt **any three** questions from remaining questions 2 to 6.*

1.   (a)   Explain following in brief :   2x5=10
       (i)   Different views in MS-Word.
       (ii)   Any two functions of MS-Excel.
       (iii)   Process of adding record to a data source in the context of Mail Merge.
       (iv)   Purpose of slide sorter in Power Point Presentation.
       (v)   Setting slide transition timings.
     (b)   Write the steps to insert rows and columns   5
           in MS Excel worksheet.

2.   (a)   Write the function of following buttons on the Standard Toolbar :   1x8=8
       (i)   New
       (ii)   Spelling
       (iii)   Format Painter
       (iv)   Insert Hyperlink
       (v)   Open
       (vi)   Redo
       (vii)   Undo
       (viii)   Save

(b) With the help of suitable diagram explain **12** the upper body risk factors while using computers.

3. (a) Explain the purpose of the following tools **12** in the context of Computer maintenance :

(i) Disk defragmenter

(ii) Scan disk

(iii) Disk clean up

(iv) System Restore

(b) Differentiate between the following : **8**

(i) Main memory and Auxiliary memory

(ii) System software and Application software

4. (a) Write the steps to create an excel sheet of **10** 10 records. Each record should have 2 fields (i) fees and (ii) marks. Write the steps to (i) calculate total fees, and (ii) arrange marks in descending order.

(b) Define mail merge. Explain the steps **10** involved in it.

5. (a) Explain the uses of internet. **5**

(b) Write the steps to create a new folder and **5** copy a file in this folder.

(c) Write the steps to change system date and **5** time of a computer.

(d) Differentiate between the functioning of slide **5** sorter view and slide show view.

6. Write short notes on **any four** of the following : 20

   (a) Processing Unit of a computer

   (b) Paint : a Window Application

   (c) Formatting pages in MS Word

   (d) Protection and security at worksheet level

   (e) Filtering data in a list