

**DIPLOMA IN PANCHAYAT LEVEL  
ADMINISTRATION AND DEVELOPMENT**

**Term-End Examination, 2019**

**BPR-005 : BASIC COMPUTER LITERACY**

**Time : 3 Hours]**

**[Maximum Marks : 100**

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**Note :** Attempt all **Five** questions. All questions carry equal marks. Answers to question nos. **1** and **2** should not exceed **500** words each.

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1. (a) What do you understand by the term Software ?  
To which category of software the operating system belongs ? Justify your answer. Explain the functions of an operating system of a computer.  
[20]

**OR**

- (b) Compare and contrast Internet with World Wide Web (WWW). Discuss the structure of web address and IP address with suitable examples.  
[20]

2. What are optical input devices ? Briefly discuss OCR technology. Compare OCR technology with Ordinary Image Scanner technology. Explain different optical disk technologies giving their advantages and disadvantages. [20]

**OR**

- (b) What are Word Processors ? Give some examples of Word Processors. Briefly discuss the following features of Word Processors : [20]

- (i) Clip board
- (ii) Page Orientation
- (iii) Formatting of text
- (iv) Printing documents

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

3. (a) Discuss the significance of Electronic spreadsheets. Explain the meaning of cell referencing in spreadsheets. Briefly discuss different types of cell referencing. [10]

(b) List the steps to perform following activities in MS PowerPoint : [1]

- (i) Create charts
- (ii) Insert Audio files
- (iii) Slide Animation
- (iv) Insert tables.

(c) Discuss the goals of any Payroll System. Which tool would you like to use for creating a Payroll System ? Justify. [10]

4. Describe **any four** of the following :

- (a) Ring topology and Star topology [5]
- (b) Twisted pair cable and Coaxial cable [5]
- (c) RAM and ROM [5]
- (d) Web client and Web server [5]
- (e) CPU and its components [5]
- (f) Steps of Journalizing [5]

5. Define **any eight** of the following terms giving their usage/ applications : [8×2½=20]

- (a) Hub
- (b) Podcasting
- (c) VPN
- (d) Blogging
- (e) Browser
- (f) Accounting equation
- (g) Spreadsheet formula for gross profit
- (h) Clip Art
- (i) Cell Range
- (j) Menu Bar
- (k) Magnetic tape
- (l) Wireless medium

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