MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT) (M.Sc. DFSM)

Term-End Examination

June, 2019

03424

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ hours   *Maximum Marks : 75*

*Note : Question no. 1 is **compulsory**. Attempt any other **three** questions. Answer **four** questions in all.*

1. (a) Explain the following in brief :   5×2=10

    (i)   Uses of Control Panel

    (ii) Disk Defragmenter

    (iii) Search Engines on Internet

    (iv) Components of a Title Bar

    (v)   Main Memory of a computer

    (b) Explain the printing procedure of a document.   5

2. (a) Write the function of any *eight* of the following buttons on the Standard Toolbar : 8×1=8

   (i) Print

   (ii) Web Toolbar

   (iii) Insert Microsoft Word Table

   (iv) Tables and Borders

   (v) Document Map

   (vi) Show/Hide

   (vii) Zoom

   (viii) Office Assistant

   (ix) Insert Columns

   (b) Explain the steps for creating a main document and data source in the Mail Merge utility of MS-Word. 12

3. (a) Explain the purpose of the following in the context of computer maintenance and troubleshooting : 12

   (i) Windows Update

   (ii) Disk Defragmenter

   (iii) Recovery Methods

   (iv) Viruses

   (b) Differentiate between the following : 8

   (i) Software maintenance and Software troubleshooting

   (ii) Main memory and Auxiliary memory

4. (a) Write the steps to create an Excel sheet of 5 records. Each record should have 3 fields (i) Name (ii) Marks (iii) Fee. Write the steps to : (i) Sort the names in alphabetical order (ii) Find average marks, and (iii) Arrange marks in ascending order. *10*

(b) List the uses of MS-PowerPoint and MS-Excel in Office. *10*

5. (a) Define Macros. Explain the steps for creating and storing Macros. *5*

(b) Define Pivot Tables. Explain the steps involved in it. *5*

(c) Explain the concept of Ergonomics. *5*

(d) Write the steps to add videos into a PowerPoint presentation. *5*

6. Write short notes on any *four* of the following : *4×5=20*

(a) Protecting Data within Workbooks

(b) Changing Display Properties Using Control Panel

(c) Processing Unit of a Computer

(d) Charts in Excel Worksheets

(e) Internet Tools