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BPR-005

**DIPLOMA IN PANCHAYAT LEVEL
ADMINISTRATION AND
DEVELOPMENT**

Term-End Examination

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 Hours]

[Maximum Marks : 100

Note: Attempt all five questions.

All questions carry equal marks.

Answer to question number 1 and 2 should not exceed 500 words each.

1. What is a computer? Briefly explain the characteristics of a computer. Describe the structure of a computer with the help of a diagram.

20

Or

- a. What is MS- word? Explain how a table is created in MS- word. 10
- b. Explain use of following features in MS- word. 10
- (i) Find and replace
- (ii) Spell checker
- (iii) Aligning text
- (iv) Line spacing
2. a. What is formula bar in MS- Excel? Explain how formula is entered in MS- Excel with the help of an example. 10
- b. What is Word Art? Explain steps to insert Word Art in a Power Point Presentation. 10

Or



- a. Explain use of Bullets and Numbering in MS-word document. How Bullets and Numbering are applied in a document. 10
- b. What is computer network? Explain advantages of computer network. 10
3. Answer any two of the following in about 250 words each.
- a. Explain Local Area Network (LAN) and Metropolitan Area Network (MAN). 10
- b. What is an operating system in the context of a computer? Explain functions of operating system. 10
- c. Explain how animated images and movies are inserted in a Power Point Presentation. 10
4. Describe the following (any four)
- a. Hard disk 5
- b. Communication Modes 5
- c. Application program 5
- d. Blogging and Social Networking 5
- e. Firewall 5
- f. Gross total income 5
5. Define the following terms giving their usage applicability (any eight)- 8x2½=20
- a. Optic Fibre b. WAN
- c. Web Server d. Printer
- e. Capital f. Primary Storage
- g. Journal h. World Wide Web (www)
- i. Ledger j. Router
- k. TCP l. File and Folders