

**DIPLOMA IN PANCHAYAT LEVEL  
ADMINISTRATION AND DEVELOPMENT  
(DPLAD)**

**Term-End Examination**

**June, 2021**

**BPR-005 : BASIC COMPUTER LITERACY**

*Time : 3 hours*

*Maximum Marks : 100*

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**Note :**

- 1. Attempt all **five** questions.*
  - 2. All questions carry equal marks.*
  - 3. Answers to questions no. 1 and 2 should not exceed 500 words each.*
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1. What is an Operating System ? Discuss the services offered and the functions performed by an operating system. 20

**OR**

What is a Computer Network ? Explain the characteristics of LAN and WAN. Compare the client-server architecture and peer-to-peer architecture of a computer network. 20

2. What is Internet ? How is Internet different from World Wide Web (WWW) ? Discuss the following services offered by Internet : 20
- (a) File transfer
  - (b) Email

**OR**

What is a Payroll System ? Discuss the goals of a payroll system. Explain how a computer is useful in implementing a payroll system. 20

3. Answer any *two* of the following in about 250 words each :
- (a) Explain the following features of MS-Word : 10
    - (i) Find and replace option
    - (ii) Spell checker
    - (iii) Inserting a table
    - (iv) Inserting a picture
  - (b) Discuss the following components of an Excel Worksheet : 10
    - (i) Title bar
    - (ii) Menu bar
    - (iii) Tool bar
    - (iv) Formula bar

(c) Explain the following with the help of an example each in the context of Internet : 10

(i) URL

(ii) IP Address

(iii) DNS

(iv) HTTP

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

(a) Explain how Excel can be useful in creating Profit and Loss Account and Balance Sheet. 10

(b) What is a Presentation ? What are the advantages of giving presentation using PowerPoint ? 10

(c) Explain the following terms in the context of memory system of a computer : 10

(i) RAM

(ii) ROM

(iii) PROM

(iv) Cache Memory

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

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|---|---|
| (a) Scanner                                       | 4 |
| (b) Optical Fiber Cable                           | 4 |
| (c) Bus Topology                                  | 4 |
| (d) Use of Formula in MS-Excel                    | 4 |
| (e) Aligning Text in MS-Word                      | 4 |
| (f) World Wide Web (WWW)                          | 4 |
| (g) Accounting Equation                           | 4 |
| (h) Files and Folders in Windows Operating System | 4 |
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