

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

Term-End Examination

June, 2022

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours

Maximum Marks : 100

Note : *Attempt all **five** questions. All questions carry equal marks. Answers to questions no. 1 and 2 should not exceed 500 words each.*

1. What is an Operating System ? Discuss any two functions of an Operating System. 20

OR

What is Internet ? Compare and contrast the client-server network architecture with the peer-to-peer network architecture of the computer networks. 20

2. What is a Payroll System ? Discuss the goals of any payroll system. Which tools will you use for creating a payroll system ? Justify. 20

OR

Draw a block diagram for the basic structure of a computer system. Discuss the functions of each unit involved in the basic structure of a computer system. 20

3. Write down the steps to perform any *two* of the following tasks : 20

- (a) Insert wordart to any presentation
- (b) Insert table to any presentation
- (c) Insert animated images to any presentation

OR

Discuss the purpose of Find and Replace option and Spell Checker in MS-Word. Write down the steps to check any document using Spell Checker. 20

4. What is Double Entry System in Accounting ? Write down the Accounting Equation and discuss the terms included in the respective equation. 20

OR

Briefly discuss the following terms : 20

- (a) Voice over Internet Protocol (VoIP)
 - (b) Blogging
 - (c) Podcasting
 - (d) OCR technology
5. How does workbook differ from worksheet in MS-Excel ? What are the various ways to navigate through an Excel worksheet ? Briefly discuss the need of using formulas in an Excel worksheet ? Write down the steps for including a formula in Excel worksheet. 20

OR

Differentiate between any *two* of the following : 20

- (a) Ring Topology and Star Topology
 - (b) FTP and TELNET
 - (c) Primary Memory and Secondary Memory
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