

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

**Term-End Examination**

**June, 2023**

**BPR-005 : BASIC COMPUTER LITERACY**

*Time : 3 Hours*

*Maximum Marks : 100*

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**Note :** (i) *Attempt all the **five** questions.*

(ii) *All questions carry equal marks.*

(iii) *Answer to question nos. 1 and 2 should not exceed **500** words each.*

1. What is a computer ? Mention the characteristics of computer system. Also describe the functional components of computer with suitable block diagram. 20

*Or*

Discuss the various transmission medias used for the transmission of data in any computer network. Give advantages and disadvantages of each. 20

2. What is a computer network ? Give advantages and disadvantages of computer network. Discuss the characteristics of LAN, WAN and MAN. 20

*Or*

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

3. Explain the objectives of Accounting. Discuss the components of Accounting equation with suitable example. 20

*Or*

Differentiate between the following : 20

- (a) Primary memory and secondary memory
- (b) Application software and system software
- (c) Interpreter and compiler
- (d) Ledger and journal

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4. What is a function in Excel ? How does function differ from formula in Excel ? Write down the steps to insert a function in the workssheet. 20

*Or*

- (a) Explain the structure of web address with a suitable diagram. 10
- (b) What is the use of animation in PowerPoint presentation ? Write down the steps to insert an animation into a PowerPoint presentation. 10
5. Write short notes on any *five* of the following :  $5 \times 4 = 20$
- (a) Blogging
  - (b) VoIP
  - (c) Network topologies
  - (d) OCR
  - (e) Cache memory
  - (f) Ledger

**BPR-005**