DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT (DPLAD)

Term-End Examination

June, 2024

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 Hours   *Maximum Marks : 100*

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

1. What do you understand by the term "Computer Network" ? Give advantages and disadvantages of computer networks. Also, compare client/server architecture and Peer-to-Peer architecture of computer network.   20

Or

Explain the following terms related to the memory of the computer system :

(i)   RAM

(ii)   ROM

P.T.O.

(iii)   PROM

(iv)   Cache memory

(v)   Registers

2. Briefly discuss the term Transmission media and give its utility. Discuss the following Transmission medias and give the advantages and disadvantages of each :

(i)   Twisted pair cable

(ii)   Co-Axial cable

(iii)   Optical fiber

Or

Explain the structure of web address with suitable example and block diagram.   20

3. Explain the term "Accounting". Write the objectives of accounting. Also, discuss the principles to use the accounting equation.   20

Or

What is MS-Excel ? Explain the use of following functions of MS-Excel with suitable example for each :

(i)   SUM

(ii)   MIN

(iii)   MAX

(iv)   COUNT

4. What do you understand by the term "Presentation" in computer science ? Give advantages of presentation using MS PowerPoint. Also, list the steps required to perform following in MS PowerPoint :

   (i) Inserting tables

   (ii) Inserting Animation   20

   Or

   Explain the term "Journal". Write steps involved in Journalising. Give basic format for a Journal. Also, give advantages and disadvantages of Journal.

5. Write short notes on the following :

   (i) Trial balance and its limitations

   (ii) Structure of internet

   (iii) Podcasting and its utility

   (iv) Wireless transmission and its types   20

   Or

   (a) Explain the term VoIP with suitable example and also give its utility and applications.   10

   (b) Discuss the functionality of following network devices :

   (i) Hub

   (ii) Repeater

   (iii) Router

   (iv) Bridge   10

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