00282

MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination

December, 2011

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ hours   *Maximum Marks : 75*

Note :   *Question No. 1 is **compulsory** and carries 15 marks. Attempt **any three** questions from the remaining questions.*

1.   (a)   Fill in the blanks using the options given at the end of the question.   **10x1=10**

(i)   To view a presentation, we should go to _____ option in power point presentation.

(ii)   Slide sorter is an option to _____ the slides of a presentation.

(iii)   _____ option can increase the visible size of text.

(iv)   _____ option make changes in all slides in a presentation.

(v)   _____ is a component of MS office.

(vi) _____ enables you to copy formatting from one object to another.

(vii) _____ displays the list of menus each with pull down menus.

(viii) _____ is used to hold various files.

(ix) Word has an _____ feature that saves content after a fixed interval.

(x) _____ command converts all selected text to upper case letters.

Options : view, uppercase, menu bar, auto save, folder, format painter, outlook express, apply all, zoom, arrange.

(b) Define the following :   **5**

(i) Page orientation

(ii) Print preview

(iii) Data

(iv) Software

(v) Information.

2. (a) Write the steps that are followed to add a clip art pictures to your presentation.   **5**

(b) Explain the following in brief :   **2.5x2=5**

(i) Disk defragmenter

(ii) Scandisk.

(c) What is trouble shooting ? How do you   **10** trouble shoot for virus, related problems ?

3. (a) Explain the functioning of the following : **10**

   (i) Notepad

   (ii) Calculator

   (iii) Address book

   (iv) System restore

   (b) What are the steps for performing following functions in Microsoft Excel ? **5x2=10**

   (i) Entering formula

   (ii) Converting formula to values

   (iii) Setting print titles

   (iv) Entering Numbers

   (v) Inserting a horizontal page break.

4. (a) Write the steps to create an autotext entry and delete an autotext entry. **5**

   (b) What are the features and uses of Ms-Word ? Explain. **15**

5. (a) What is modem ? Explain it and briefly describe how do we troubleshoot a modem. **5**

   (b) What effect can prolonged exposure to computer have on your body ? **8**

   (c) Define application software. Write the differences between hardware and software. **7**

6. (a) Why do we use MS PowerPoint application? **10** Describe its role and usage in your study context.

    (b) Explain giving examples the various services **10** provided by Internet.

7. Write short notes on *any four* of the following :

    (a) Micro-soft outlook express.   **5x4=20**

    (b) Control panel and its uses

    (c) Thesaurus

    (d) Use of mail merge in ms-word

    (e) Paint as a tool.

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