MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination

June, 2010

00172

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : $2\frac{1}{2}$ hours   *Maximum Marks : 75*

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

1.   (a)   Define the following in 2—3 sentences only :   8

(i)   Command

(ii)   Processing

(iii) Control Panel

(iv)   Home page

(v)   Indenting

(vi)   Data Source Fields

(vii) Debugging

(viii) UPS

(b) Fill in the blanks :　　　　　　　　　　7

　(i)　Mouse, keyboard, floppy drive etc. are the physical parts of the computer and are referred to as _____.

　(ii)　_____ refers to the window that is currently being worked on.

　(iii)　_____ refers to the continuously blinking bar appearing at the latest typed character in applications where text is typed.

　(iv)　_____ specifies the style of writing.

　(v)　_____ refers to the interaction between two or more people through the Internet, as if they were talking to each other.

　(vi)　_____ is a text which when clicked upon displays a new document in the current or other window.

　(vii)　_____ is a collection of graphic files in powerpoint presentation.

2.　(a)　Explain diagrammatically, what goes on　　10 inside a computer when you input the data for processing ?

(b) Define the following and mention their   **4+6**
functions in the windows operating
system :

(i)   Title Bar

(ii)   Menu Bar

(iii)   Icon

(iv)   Status Bar

3. (a) What is "Outlook Express" ? Discuss the   **10**
facilities offered by Outlook Express.

(b) What is a toolbar ? List the various   **5**
functions specific to a standard toolbar.

(c) Explain the steps you would use to insert a   **5**
footer and a header in a word document.

4. Explain the steps you would follow with regards
to the following :   **5+5+5+5**

(a) Creating hanging indent using a ruler while
working on MS Word.

(b) Change an objects colour in power point
presentation.

(c) Setting transitions and slide timings in
powerpoint presentation.

(d) Use auto correct feature in MS Word.

5. (a) What is an Excel Worksheet ? **4**

   (b) Explain the steps involved in introducing a chart in the worksheet. **10**

   (c) How would you apply a password to protect your file in Excel Worksheet. **6**

6. (a) Discuss the various system tools for computer maintenance. **10**

   (b) What do you understand by the term "Repetitive Motion Injury" ? Examine the factors that may impact your health and performance while using a computer. **2+8**

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

   (a) Create a Table in MS Word **5+5+5+5**

   (b) Mail Merge

   (c) Use of Internet for Nutrition research

   (d) System Tools

   (e) Hardware TroubleShooting

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