

07070  
MASTER OF SCIENCE (DIETETICS AND  
FOOD SERVICE MANAGEMENT)

Term-End Examination  
June, 2011

MFN-010 : UNDERSTANDING COMPUTER  
APPLICATIONS

Time :  $2\frac{1}{2}$  hours

Maximum Marks : 75

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

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1. (a) Fill in the blanks using the option given at the end of the question : 1x10=10
- (i) With the mail merger helper, you can create a \_\_\_\_\_ in the currently active window.
  - (ii) \_\_\_\_\_ is an office application that allow you to manipulate drawing.
  - (iii) In Excel data can be moved by drag and drop and \_\_\_\_\_.
  - (iv) If you wish to copy the formatting used in one section of your worksheet to another, you can use the \_\_\_\_\_ button.

- (v) \_\_\_\_\_ refers to the study of work and it's environment in order to improve efficiency.
- (vi) \_\_\_\_\_ is a log file that maintains the log of all the vital activities that reflect the system settings.
- (vii) A variety of applications for which \_\_\_\_\_ can be used include automating financial statements, business, forecast, inventory control and account payable.
- (viii) In MS-Powerpoint \_\_\_\_\_ displays the text of multiple slides in the outline form.
- (ix) \_\_\_\_\_ refers to the process of correcting the spelling mistakes automatically.
- (x) \_\_\_\_\_ is a search engine, that helps to look for information on the internet on any subject what so ever.  
Options : WWW, MS Excel, Google, outline view, auto correct, form letter, paint, text - viewer, ergonomics, event viewer, format painter, MS-Word, cut and paste, worksheet, MS access.

- (b) Define the following : **1x5=5**
- (i) Web Browser      (ii) URL
  - (iii) WWW            (iv) Chat
  - (v) News group

2. (a) Write the sequence of steps used to create a power point presentation. 10
- (b) What are the different features/operation of MS-Outlook express ? 10
3. (a) Explain the functioning/use of the following : 10
- (i) Main memory
  - (ii) Disk cleaning
  - (iii) CPU
  - (iv) Graphical User Interface
  - (v) Desktop
- (b) What are the steps for performing following functions in word document ? 5x2=10
- (i) inserting rows and columns
  - (ii) merging cells
  - (iii) converting table to text
  - (iv) creating table
  - (v) creating a document
4. (a) List and explain editing features of MS-Word. 10
- (b) What are the features and uses of microsoft power point ? Explain briefly. 10
5. (a) What is modem ? Explain it and briefly describe how can we trouble shoot a modem ? 10

- (b) What effects can prolonged exposure to computer screens have on your eyes and back ? 10
6. (a) Define application software. Differentiate between hardware and software. 10
- (b) Discuss the uses of Internet for research purpose. 10
7. Write short notes on *any four* of the following.  $5 \times 4 = 20$
- (a) Auxiliary memory
- (b) System tools
- (c) Protecting data in microsoft excel
- (d) RMI
- (e) Formatting toolbar in MS - Word.
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