DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT

Term-End Examination

December, 2013

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours   *Maximum Marks : 100*

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

(ii) *All questions carry **equal** marks.*

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

1. (a) What do you mean by hardware and software ?   **10**

(b) What are different types of softwares ? Discuss each briefly.   **10**

OR

(a) In Windows OS based desktop, what is the purpose of following ?   **10**

(i)   My document.

(ii) My computer.

(iii) Recycle Bin.

(iv) Internet explorer.

(b) In Window OS based desktop, how do we do the following in a computer.   **10**

(i)   Shutdown.

(ii) Restart.

(iii) Standby.

(iv) Change date and time.

2. What are the uses of MS-Excel ? Explain the process of creating a payroll of an organisation using MS-Excel. Describe various formulas, that you may require for this task and how do you enter formulas in MS-Excel worksheets ?   **20**

OR

Explain how can you use MS-Excel to perform double entry system involving debit and credit in accounting. Also show the process of creating a Cash Account.   **20**

3. Answer **any two** of the following in about **250** words each :

    (a) How can you create charts and insert movies in MS-Powerpoint ? List the steps required for these activities.   **10**

    (b) Explain the process of Inserting a table, finding and replacing text and checking and correcting spellings in MS-Word.   **10**

    (c) Describe the purpose and use of at least four input devices and two output devices.   **10**

4. What are the functions and services provided by an operating system ?   **20**

5. Define the following terms giving their usage/ applicability (**any eight**) :   **8x2½=20**

    (a) World Wide Web (WWW).

    (b) Central Processing Unit.

    (c) Primary Storage of Computer.

(d)   Dial-up connection.

(e)   Recycle bin of Windows.

(f)   Files and folders.

(g)   Screen Saver of a desktop computer.

(h)   Magnetic disk of a computer.

(i)   Saving a document.

(j)   Aligning text in Ms-Word.

(k)   IP address.

(l)   E-mail.