MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination

December, 2013

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) Explain the following terms in **two** or **three** sentences each.   **2x5=10**

    (i)   Random Access Memory

    (ii) Search Engine

    (iii) Ergonomics

    (iv) VIRUS

    (v)   Hyperlink

    (b) State whether 'True or 'False' and correct   5
         the false statement (s).

    (i)   Information is the data, which has been processed into a useful form.

    (ii) HTTP stands for Hyper Transfer Text Protocol.

    (iii) Microsoft Excel is a word processing package.

(iv) In MS-Excel, a range is a group of cells on which an operation is to be performed.

(v) One can insert excel sheet into Microsoft Power Point.

2. (a) Discuss the proper posture and seating arrangements while working on a computer in order to avoid upper and lower risk factors.   **5**

(b) What are the steps for performing the following functions in power point presentation :   **5x3=15**

(i) Inserting a slide

(ii) Printing slides handout

(iii) Sorting the slides

(iv) Entering the text in a slide

(v) Inserting a table in slide

3. (a) Windows is a 'Graphical User Interface" (GUI). Justify and explain the statement, highlighting the basic components of GUI environment.   **10**

(b) With the help of an example, explain how we can add charts and graphic objects to an Excel Worksheet.   **10**

4. (a) Explain the use of the following giving an examples.   2x5=10

  (i) Mail Merge

  (ii) Working with Multiple Windows

  (iii) Macros

  (iv) Formulas in excel

  (v) Windows Application

(b) What is troubleshooting ? What are various 5 device driver problems ? Suggest their prevention.

(c) How would you apply a password to protect 5 your file in Excel Worksheet ?

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

(b) What is MS-Word ? Illustrate the document **10** window and briefly describe its various components and their items.

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

  (a) Uses of control panel in windows. **5+5+5+5=20**

  (b) Use of web browser for research.

  (c) Lower body risk factor in the context of use of computers.

  (d) Data processing cycle on a computer.

  (e) Formatting text in MS-Word.

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