MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination
December, 2014

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ hours *Maximum Marks : 75*

Note : *Question number 1 is **compulsory** and carries 15 marks.*
*Attempt **any three** questions from the remaining.*

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1. (a) Explain the following in 2-3 sentences **10**
   each :
   (i) Presentation template
   (ii) Converting table to text in MS - Word
   (iii) Spell check for a document
   (iv) Setting a password for Protection
   (v) Various components of Title bar

   (b) Explain the concept of thesaurus. For what **5**
   purpose it is used ?

2. (a) Define mail merge. List various steps that **10**
   are followed to perform mail merge.

   (b) Write the steps to perform the following **10**
   using MS - Word :
   (i) creating a table
   (ii) merging cells in a table
   (iii) adding borders in a table
   (iv) create an auto text entry
   (v) change the dictionary

3. (a) Differentiate between slide, slide sorter and   **5**
        slide show.
    (b) List the steps you would follow to insert   **5**
        clip-art and shapes in a powerpoint
        presentation.
    (c) Explain, how the following can be   **10**
        performed in Excel worksheet.
        (i)   Entering text
        (ii)   Entering numbers
        (iii) Entering date
        (iv)   Entering time
        (v)   Entering formulas

4. Write the steps to perform the following in context   **20**
    of windows.
    (a) Change the screen saver
    (b) Changing the background image
    (c) Changing the desktop effects
    (d) Changing mouse and keyboard properties
    (e) Changing printer settings

5. Define and explain the functionality of the   **20**
    following, in the context of Internet :
    (a) Modem
    (b) LAN
    (c) Wi - fi
    (d) Home page
    (e) URL

6. Write short notes on **any four** of the following :   **20**
    (a) Editing worksheet data
    (b) Worksheet formatting
    (c) Ergonomics
    (d) Running a slide show on screen
    (e) Effect of Computers on health.

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