

00484

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

December, 2016

**MFN-010 : UNDERSTANDING COMPUTER
APPLICATIONS**

Time : 2½ hours

Maximum Marks : 75

Note : (i) *Question number 1 is compulsory and carries 15 marks.*

(ii) *Attempt any three questions from the remaining questions. (From Q. No. 2 to 6)*

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1. (a) Explain the following terms in 2 - 3 sentences each : 5x2=10
- (i) System Software
 - (ii) Windows Applications - Wordpad and Character Map
 - (iii) Graphical User Interface
 - (iv) Components of Menu Bar
 - (v) Autofill in Excel
- (b) What is a Control Panel ? Explain any two of its uses. 5

2. (a) How can you perform the following activities using MS-Word : **10**
- (i) Change font and font styles
 - (ii) Change page size and orientation
 - (iii) To create columns
 - (iv) Make the text right justified
 - (v) Inserting a table in the text
- (b) What are the functions performed by following system tools : **2½x2=5**
- (i) Disk Defragmenter
 - (ii) Disk Clean-up
- (c) What is a standard toolbar ? Explain briefly with the help of examples. **5**
3. (a) Explain the uses of Microsoft PowerPoint, giving examples. **5**
- (b) How do you spell check for a document in MS-Word ? **5**
- (c) How can you perform the following activities using MS-Excel : **5x2=10**
- (i) Changing column width and row height
 - (ii) Insert range names in formulas
 - (iii) Creating Header and Footer
 - (iv) Insert picture into worksheets
 - (v) Creating a Text Box

4. (a) How will you perform the following using Microsoft PowerPoint : 5x2=10
- (i) Slide Creation and Editing
 - (ii) Inserting a word table
- (b) Explain the procedure for troubleshooting the following devices : 5x2=10
- (i) Monitor
 - (ii) Mouse
5. (a) Explain the various views of MS-Word documents. 10
- (b) Define and explain the functionalities of the following in context of internet : 2.5x4=10
- (i) E-mail
 - (ii) LAN
 - (iii) URL
 - (iv) FTP
6. Write short notes on any four of the following : 20
- (a) Solutions for slow computer and frozen screen
 - (b) Computer Virus
 - (c) Statistical functions in MS-Excel
 - (d) Inserting objects in Presentations
 - (e) Information processing cycle
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