MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination

December, 2017

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 3 questions from the remaining questions.*

1.   (a)   Explain the functioning of following in brief :   **2x5=10**

      (i)   GUI

      (ii)   Scan disk

      (iii)   My Computer

      (iv)   Notepad

      (v)   Worksheet formatting

  (b)   List five Internet tools and give their uses.   **5**

2.   (a)   Write the functions of the following in brief   **10**

      (i)   Monitor

      (ii)   Printer

      (iii)   Mouse

      (iv)   Keyboard

      (v)   Modem

(b) What is meant by ergonomics ? **5**

(c) List any five buttons on the standard **5**
toolbar in document window highlighting
their functions.

3. (a) What effects can prolonged exposure to **5**
computer screens have on your eyes ?

(b) Write the step you would follow to create a **15**
worksheet in which column A has the label
"Roll No", column B has the label "Names",
column C has label "Marks" and column D
has label "Percentage". Assuming these are
twenty entries, write the formulas for
calculating the following :
(i) Percentage of each student (marks are
given out of total 500)
(ii) The Grand Total of all marks
(iii) The average of marks

4. (a) Write steps to set slide transition timing in **5**
Power Point presentation.

(b) Write steps to print 6 slides of Power Point **5**
presentation on one page.

(c) Write steps to : **10**
(i) Create Power Point presentation
(ii) To insert and delete slides and
(iii) Add header and footer in a Power
Point presentation.

5. (a) How will you perform the following **10**
functions while using tables in MS-Word :
(i) Adding text
(ii) Selecting text
(iii) Inserting rows and columns
(iv) Merging cells
(v) Adding borders and shading.

(b) Explain the steps you would follow for the 10 following in MS-Word :

(i) Protecting a document

(ii) Printing a document

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

(a) Control panel icons of Windows 5+5+5+5=20

(b) Working with multiple Windows

(c) Changing system date and time

(d) Adding a new printer in computer system

(e) Mail-merge

———