MFN-010

MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT) (M.Sc. DFSM)

Term-End Examination

03312 **December, 2018**

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ hours *Maximum Marks : 75*

Note : *Question no. 1 is **compulsory** and carries 15 marks. Attempt **three** questions from the remaining questions no. 2 to 6.*

1. (a) Explain the following in brief : *5×2=10*

    (i) Using the auto filter

    (ii) Sorting by multiple fields

    (iii) Resizing and scaling the object

    (iv) Adding sounds in a PowerPoint presentation

    (v) Inserting a Word table in worksheet

   (b) Differentiate between hardware and software troubleshooting. *5*

2. **(a)** With the help of appropriate diagram explain lower body risk factors while using computers.   *10*

(b) Explain the process of system restore. Explain the problems of slow computer and frozen screen in detail. How can they be overcome ?   *3+4+3=10*

3. **(a)** Define Macro. How can a Macro be defined and stored ? List the steps of running a Macro.   *2+5+3=10*

(b) What is meant by Pivot tables ? Enumerate the features embedded in pivot tables.   *5*

(c) Define the functions performed by the Control Panel of Windows.   *5*

4. **(a)** How can a clip art be added in an Excel sheet ? List the process involved.   *5*

(b) What are the basic steps involved in Mail Merge ?   *5*

(c) Can graphics be stored as an auto text entry ? Justify your answer.   *5*

(d) What are URL and WWW ? Explain.   *5*

5. (a) List various steps involved in adding a new contact in Address book. *5*

   (b) Discuss various email etiquettes. *5*

   (c) Explain the data processing cycle of a computer. *5*

   (d) Differentiate between a File and a Folder in Windows. *5*

6. Write short notes on any *four* of the following : *4×5=20*

   (a) Printer Setup

   (b) Troubleshooting Mouse

   (c) Automatically arranging Windows using Taskbar

   (d) News Groups

   (e) Disk Cleanup

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