DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT (DPLAD)

Term-End Examination

December, 2019

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours   *Maximum Marks : 100*

Note : (i) *Attempt all the five questions.*

(ii) *All questions carry equal marks.*

(iii) *Answer to question Nos. 1 and 2 should not exceed 500 words each.*

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1. What is Operating System ? What are the services offered by Operating System ? **20**
Discuss any two functions of Operating System ? Give examples of Operating Systems
used for mobile devices.

OR

Explain the term Computer Network. Discuss the terms LAN, WAN and MAN. Give **20**
the advantages and disadvantages of wired network over wireless network.

2. Discuss MICR technology. How MICR technology helps to detect fraud in cheque **20**
payments ? Also explain features of any two output devices.

OR

What are margins in word processing ? Mention different type of margins. Briefly **20**
discuss the following terms in context of word processing :

(a) Indentation

(b) Text Alignment

(c) Formatting

(d) Saving

(e) Spell Checker

3. Answer **any two** of the following in about 250 words each :

(a) Give some application areas of Electronic Spreadsheets. Discuss the term cell **10**
referencing in Spreadsheets. Compare and Contrast Absolute, Relative and
Mixed referencing.

(b) In context of PowerPoint Presentation discuss the following : (**Any Two**) **10**

(i) Components of slides used for reference purpose

(ii) Types of Master Slided and their usage

(iii) Slide sorter

(c) What is accounting ? Write down the accounting equation and discuss the terms **10**
involved in respective equation.

4. Describe **any four** of the following : 4x5=20
   (a) FTP and TELNET 5
   (b) Primary Memory and Secondary Memory 5
   (c) Application Software and System Software 5
   (d) Client Server Network 5
   (e) Firewall and Router 5
   (f) Trial Balance 5

5. Define **any eight** of the following terms giving their usage/applications : 8x2½=20
   (a) Control Unit
   (b) Arithmetic Logic Unit (ALU)
   (c) Magnetic Disks
   (d) Topology
   (e) Radio Transmission
   (f) Control Panel
   (g) Formula in a Spreadsheet
   (h) Web Address
   (i) News Group
   (j) Firewall
   (k) Journal
   (l) Balance Sheet

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