

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

**Term-End Examination,**

**December 2019**

**MFN-010: UNDERSTANDING COMPUTER  
APPLICATIONS**

*Time : 2½ Hours*

*[Maximum Marks : 75*

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*Note : (i) Question Number 1 is Compulsory.*

*(ii) Attempt any other three questions.*

*(iii) Answer four questions in all.*

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1. a) Explain the following in **two-three** sentences each. 5×2=10
- i) Different views in MS-word
  - ii) System tools
  - iii) Uniform Resource Locator (URL)
  - iv) Web browser
  - v) MODEM
- b) Write the steps to create e-mail using Microsoft outlook express. 5
2. a) Write the process involved in performing the following table using MS-Word : 4×2=8
- i) Left alignment
  - ii) Changing paragraph spacing
  - iii) Changing font and font size
  - iv) Highlighting a sentence.
- b) Explain in brief internet tools and how to use it on the internet. 12

(2)

3. a) With the help of suitable diagram explain the working with data forms using lists in MS-Excel. 12
- b) Define pivot table. Explain the steps involved in creating pivot table using pivot table wizard. 8
4. a) Write the steps to create an excel sheet of 5 records. Each record should have 3 fields 10
- i) Name
- ii) Marks
- iii) Enrollment No.
- Write the steps to
- 1) Calculate total marks
- 2) Arrange marks in descending order.
- b) Explain software and hardware troubleshooting. 10
5. a) Give the steps involved in inserting and deleting a slide in a presentation. 5
- b) Write the steps for formatting pages in MS-word. 5
- c) Write the steps to change system date and time of a computer. 5
- d) Explain any three terms relating to graphical user interface. 5
6. Write short notes on any four of the following : 20
- a) Sharing data with other applications
- b) Preventing virus problems
- c) Processing unit of a computer
- d) Troubleshooting printer
- e) Uses of paint

