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**MFN-010**

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

**M. SC. (D. F. S. M.)**

**Term-End Examination**

**December, 2020**

**MFN-010 : UNDERSTANDING COMPUTER  
APPLICATIONS**

*Time :  $2\frac{1}{2}$  Hours*

*Maximum Marks : 75*

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***Note :** Question No. 1 is compulsory. Attempt any other **three** questions. Answer **four** questions in all.*

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1. (a) Explain the following in **2-3** sentences each : 2×5=10
- (i) Input devices of computer system
  - (ii) Format painter

- (iii) Internet
  - (iv) Memory of a computer
  - (v) MS-Excel
- (b) List any *five* buttons on toolbar of MS-Word. Explain the features of any *two* buttons. 5
2. (a) How can you recover lost data in computer system ? 5
- (b) How can header and footer be inserted in a word document ? 5
- (c) Write steps to insert a table having 5 rows and 10 columns in a word document. 5
- (d) What are various standard graphical shape tools, that can be inserted in a word document ? 5
3. (a) Write steps to create a Power Point presentation having 5 slides. Insert animation and delay of 1 second between slides. 10

- (b) Differentiate between the following, giving examples : 10
- (i) Primary memory and Secondary memory
- (ii) Data validation and Data verification
4. (a) Explain, how to insert charts in MS-Excel. 5
- (b) Explain how a formula can be entered in MS-Excel, with the help of an example. 5
- (c) Explain the functioning of mail merge utility in MS-Word. List its applications. 10
5. (a) What is MS-PowerPoint ? Discuss its applications. 5
- (b) What is scan disk tool in a computer ? Discuss its uses (word limit **200** words). 5
- (c) How can display properties be changed in windows ? 5

- (d) How can page margins be set in MS-Word document ? 5
6. (a) What is meant by ergonomics ? What are its applications ? 10
- (b) Explain any *five* components a graphical user interface. 10