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**BPR-005**

**DIPLOMA IN PANCHAYAT LEVEL**

**ADMINISTRATION AND**

**DEVELOPMENT (DPLAD)**

**Term-End Examination**

**December, 2021**

**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 No. 1 and 2 should not exceed 500 words each.*

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1. What is the role of memory in a Computer System ? Explain the terms primary storage and secondary storage. Differentiate between RAM and ROM; and characteristics of magnetic tapes and magnetic disks. 20

**P. T. O.**

*Or*

Explain the role of the following in the context of Windows Operating System : 20

- (i) Windows Explorer
- (ii) Files and Folders
- (iii) Desktop
- (iv) Start button
- (v) Screen Saver and Wall paper

2. List the steps to perform the following activities in MS-Word : 20

- (i) Creating a document
- (ii) Opening a document
- (iii) Saving a document
- (iv) Printing a document

*Or*

Write and explain the Accounting Equation. In which side of accounting equation the following will be recorded ? 20

- (i) Cash
- (ii) Bills Receivable

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- (iii) Furniture
- (iv) Creditors
- (v) Bank Overdraft

Illustrate the use of MS-Excel in implementing Accounting equation with the help of any *three* financial transactions, of a business.

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

(a) Explain the use of the following Excel functions with suitable example : 10

- (i) SUM
- (ii) MIN
- (iii) MAX
- (iv) COUNT

(b) Discuss the elements of PowerPoint. 10

(c) Discuss the following terms in the context of Internet : 10

- (i) Browser
- (ii) IP address
- (iii) URL
- (iv) VoIP

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

(a) Explain the Ring topology and Star topology giving their advantages and disadvantages. 10

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(b) Explain the terms journal and ledger in the context of accounting with suitable example of each. 10

(c) Expand the following abbreviations and discuss them in brief : 10

- (i) MICR
- (ii) OMR
- (iii) OCR
- (iv) CRT

5. Write short notes on any *five* of the following in about **100** words each : 4 each

- (a) Firewall
- (b) Podcasting
- (c) Virtual Private Network (VPN)
- (d) Blogging and its advantages
- (e) TCP/IP
- (f) Formula and functions in MS-Excel
- (g) CPU of a computer
- (h) Payroll

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P. T. O.