MFN-010

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

Term-End Examination

December, 2021

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : $2\frac{1}{2}$ hours   *Maximum Marks : 75*

*Note : Question no. **1** is **compulsory**. Attempt any **three** questions from the remaining. Answer **four** questions in all.*

1. Explain functioning of the following in 2 – 3 sentences each :   *15*

   (a) Window

   (b) Icons

   (c) File and Folder

   (d) Notepad

   (e) Paint

   (f) Calculator

   (g) ScanDisk

   (h) Disk Defragmenter

   (i) Control Panel

   (j) Mouse

2. (a) Explain the data processing cycle with the help of a diagram. *10*

  (b) Write steps to insert the following in an MS document : $4 \times 2\frac{1}{2} = 10$

     (i) Table

     (ii) Picture from clip art

     (iii) Page number

     (iv) Header and footer

3. (a) Why is maintaining correct posture a must while working on the computer ? Explain correct posture. *5*

  (b) Enumerate functioning of the following : *10*

     (i) Editing text in MS Word document

     (ii) Software troubleshooting

     (iii) Preventing system from viruses

     (iv) Setting of margins in Word document

  (c) What are the features of a good PowerPoint presentation ? How can a slide show be created ? *5*

4. (a) How can a formula be applied in an Excel sheet ? Consider an Excel sheet with 10 records. One field in the records is fees. Write a formula to add fees of all 10 records. *10*

(b) How can the following activities be performed in Excel sheet record ? *5+5=10*

    (i) Creating charts in MS Excel

    (ii) Inserting text, numbers and data series in Excel

5. (a) List the uses of Internet. Explain the components of email messages. *6*

(b) What are the steps of printing slides of a PowerPoint presentation ? *4*

(c) How will you set slide transition and timing in a PowerPoint presentation ? *5*

(d) What are templates ? How can they be used for creating a PowerPoint presentation ? *5*

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

(a) Mail Merge

(b) Macros in MS Excel

(c) Uniform Resource Locator (URL)

(d) Hardware Troubleshooting

(e) Protecting Data with Workbooks

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