BPR-005

DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT (DPLAD)
Term-End Examination
December, 2022

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 Hours   *Maximum Marks : 100*

Note : *Attempt **all** questions. **All** questions carry equal marks. Answer to Question Nos. **1** and **2** should not exceed **500** words each.*

1. How does Internet differ from WWW ? What are the advantages of Internet ?   20

Or

Discuss the term Trial Balance, along with the objectives of preparing it. Identify the limitations of Trial Balance.

2. Explain the following functions of an operating system :   5 each

   (a) Process management

   (b) Memory management

P. T. O.

(c)   File management

(d)   Device management

Or

Explain the role of web server. How is the request to fetch a page from the web server fulfilled ?

3.   Describe the broad goals of payroll application. Also, mention the procedure to calculate the Gross Income and Net Income.   20

Or

Explain the characteristics of the following transmission media :   5 each

(a)   Twisted pair

(b)   Coaxial cable

(c)   Optical fiber

(d)   Wireless medium

4.   Differentiate between the following (any *two*) :

10 each

(a)   Assets and Liabilities

(b)   Journal and Ledger

(c)   LAN and WAN

Or

Describe any *four* of the following :   5 each

(a)   System Softwares

(b) Cell referencing in spreadsheets

(c) CPU and its components

(d) Steps of Journalising

(e) OCR technology

5. Discuss any *eight* of the following : 2½×8=20

(a) Procedure to insert an image in MS-Word document

(b) Procedure to add a table in MS-Word document

(c) Steps to add date and time in worksheet

(d) Steps to find sum of numbers in a given column in Excel

(e) Inserting Word Art in MS-Power Point presentation

(f) Saving and closing an MS-Power Point presentation

(g) Aligning text in MS-Word

(h) Steps to insert an image into MS-Power-Point presentation

(i) Blogging

(j) Social Networking sites.

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