MFN-010

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

Term-End Examination

December, 2023

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ Hours   *Maximum Marks : 75*

Note : *(i)   Answer **four** questions in all.*

*(ii) Question No. **1** is compulsory.*

1. (a) List any *four* input/output or storage devices of a computer.   2

    (b) What do you understand by the term Graphical User Interface (GUI) ? List any *four* elements of GUI.   2+2

    (c) What is file explorer ? Give its uses.   4

(d) What is a cloud storage drive ? List its uses.   3

(e) Define macro in the context of MS-Excel.   2

2. (a) Using an illustration, explain the data processing functions of a computer.   8

   (b) Give the steps involved for performing the following using control panel of windows operating system :   4+4+4

      (i) Changing system date and time

      (ii) Changing mouse properties

      (iii) Changing keyboard properties

3. (a) Stepwise explain how will you perform the following activities using MS-Word :

                                         3×5=15

      (i) Converting case

      (ii) Paragraph alignment

      (iii) Set the Indents for text

      (iv) Insert header and footer

      (v) Use the thesaurus

(b) What are the basic things required to connect to the Internet ? Explain any *three* internet tools/devices available. 2+3

4. (a) How can you do the following activities using MS-PowerPoint ? 3×5=15

(i) Create a presentation

(ii) Insert and delete a new presentation

(iii) Add header and footer to a presentation

(iv) File colour in the presentation

(v) Draw a shape on the slide

(b) How does PowerPoint allow you to $2\frac{1}{2}+2\frac{1}{2}$

(i) Set up and run a slide

(ii) Print more than one slide per page ?

5. (a) What is MS-Excel ? List the utilities of this programme. 2+3

(b) Create a worksheet. Indicate stepwise how you will perform the following activities :

3×5=15

(i) Enter data

(ii) Enter date and time

(iii) Entering formulas

(iv) Create series

(v) Inserting and deleting rows, column and cell ranges

6. Write short notes on any *four* of the following :

5+5+5+5

(a) Troubleshooting tips for software

(b) Paint-Window Applications

(c) Ergonomics

(d) Defragmentation tool

(e) Creating and storing macros