MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

01091

Term-End Examination

June, 2012

MFN-010 : UNDERSTANDING COMPUTER APPLICATIONS

Time : 2½ hours　　　　　　　*Maximum Marks : 75*

Note : Question No. **1** is **compulsory** and carries **15** marks. Attempt **any three** questions from the remaining .

1. (a) List any eight Input/output or storage　4 devices of the computer.

    (b) Fill in the blanks　5

    (i) _____ displays shortcuts in the form of buttons, which have buttons on their faces for specific tasks.

    (ii) _____ means that more than one user can use a folder or file.

    (iii) _____ is the file that the word processor microsoft word produces.

    (iv) Finding and removing errors from a programme is called _____.

(v) _____ is a special type of a file that is designed to store information like name, address, phone, city etc. of each employee of a company.

(c) Differentiate between the following sets of terms :   6

  (i) My Document Icon and My Computer Icon.

  (ii) File and Folder

  (iii) Disk defragmenter - Disk Cleanup

2. (a) Explain the data processing functions of the computer with an illustration.   10

(b) What are the basic components of a "Graphical User Interface" ? Illustrate and explain briefly.   10

3. (a) How will you perform the following activities using MS-Word ? Explain point-wise .   3x5=15

  (i) Creating document

  (ii) Protecting a document

  (iii) Converting case of the text

  (iv) Changing Font and Font size

  (v) Inserting Headers and Footers

(b) What are the functions of the following : 2½+2½

  - Auto correct feature

  - Thesaurus

4. **(a)** How can you do the following activities using MS - Power Point ?   **3x5=15**

   (i)   Create a presentation

   (ii) Insert and delete a new presentation

   (iii) Add header and footer to a presentation

   (iv) Fill colour in the presentation

   (v)   Draw a shape on the slide

   (b) How does powerpoint allow you to print **2+3** any component of presentation ? Can you print more than one slide per page, if yes, explain how ?

5. **(a)** What are the various services offered by the   **10** Internet ?

   (b) Enlist the utility of the following :   **5+5**

   (i)   MS - Excel

   (ii) Ergonomics

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

   (a)   Mail Merge feature in MS-Word   **5+5+5+5**

   (b)   Troubleshooting tips for software

   (c)   Macros

   (d)   Control Panel of Windows

   (e)   Paint - Window Application