DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT

Term-End Examination

June, 2013

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) *Answers to question nos **1** and **2** should not exceed **500** words each.*

1.   Explain four main components of a computer.   **20**
      Also give some applications of computer.

OR

Explain the following terms :   **20**

(a)   MICR

(b)   OMR

(c)   OCR

(d)   Image Scanner

2.   Write in brief about the following devices used in   **20**
      a computer network :

(a)   Repeater

(b)   Hub

(c)   Bridge

(d)   Router

OR

Explain the process of creating a presentation which require use of — 20

(a) Word art

(b) Clip art

(c) Tables

(d) Animated images

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

(a) Explain any five applications of Internet Technologies. — 10

(b) Explain how MS-Excel can be used for development of a payroll application. — 10

(c) Which tool can be used for creating an Account ? Explain the process of creating profit or loss account. — 10

4. Define the following *(any four)* :

(a) IP address — 5

(b) Internet connection — 5

(c) Operating system — 5

(d) Ring network topology — 5

(e) Local Area Networks (LAN) — 5

(f) Presentation software — 5

5. Define *any eight* of the following terms giving their use in computing : 2½x8=20

   (a) TCP/IP
   (b) Internet Browser
   (c) Firewall Web Server
   (d) Assets and Liabilities in the context of accounting
   (e) Slide Design
   (f) Toolbars
   (g) Worksheet
   (h) Menubar and Status bar
   (i) Charts in the context of MS Power Point
   (j) Stand by Mode of a computer
   (k) Data Security and Privacy
   (l) Magnetic tapes