MFN-010

01669

MASTER OF SCIENCE (DIETETICS AND FOOD SERVICE MANAGEMENT)

Term-End Examination

June, 2013

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 questions.*

1.   (a)   Explain the following terms in *two* or *three* sentences each :   **2x5=10**

(i)   Character   map   of   windows application

(ii)   System tools in windows

(iii)   Web Browser

(iv)   Auto save and Auto correct feature of MS-Word.

(v)   Mail Merge features of Ms-Word

(b)   Fill in the blanks using the options given   **5**
below:

(i)   An equation entered into the spread
sheet by the user _____.

(ii)   _____ view gives you a miniature
picture of each slide in Microsoft
Powerpoint.

(iii)   _____ is a special type of
software or file that is designated to
store information like name, address,
phone etc.

(iv)   _____ refers to the way the page
is printed.

(v)   _____ entry has a list of text and
graphics that you use frequently,
entered by the user and Microsoft.

Option :   Page orientation , Page view,
Slide sorter, Slide presentation, Auto text,
Auto save, Database, File system, Formula,
Numbers.

2.   (a)   List the steps to :   **3+3=6**

(i)   insert a picture into worksheet, and

(ii)   link an Excel object to another
application.

(b)   Enlist the steps you would follow to create   **4**
a data source in Mailmerge application of
MS-Word.

(c)   Illustrate the parts of a computer and briefly   **10**
describe the basic functions of a computer.

3. (a) Explain the use of the following main menu options of MS-Word : 5x2=10

   (i) File

   (ii) Edit

   (iii) View

   (iv) Insert

   (v) Format

   (b) What is ergonomics ? Explain its relevance **10** in the context of use of computers.

4. Write a step by step procedure : 5+5+5+5=20

   (a) to create a presentation

   (b) to insert slides

   (c) edit/format the text on the slides, and

   (d) view the presentation using the slide show.

5. (a) Write the process of creating a macro and **10** storing the macro with the help of an example.

   (b) Describe the following terms : 2x5=10

   (i) Modem

   (ii) MS-outlook

   (iii) Format painter

   (iv) Search Engine

   (v) URL

6. Write short notes on *any four* of the following : **4x5=20**

   (a) Components of Graphical User Interface.

   (b) Use of address book for an e-mail application.

   (c) Inserting header and footer in a word document.

   (d) Creating different charts using Microsoft Excel.

   (e) Software Troubleshooting.

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