00515

DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION & DEVELOPMENT

Term-End Examination
June, 2014

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)*Answer questions no. 1 & 2 should not exceed 500 words each.*

1. What is Internet? Discuss different types of networks.   **20**

OR

What is an operating system? Discuss any two functions of an operating system.

2. What are the purposes of find and replace options and spell checker in MS-WORD? Write drown the steps to check any document using spell checker.   **20**

OR

What are the various ways to navigate through Excel worksheet? Briefly discuss the need of using formulas in excel sheet? write down the steps for including the formula in excel worksheet.

3. Define the term "www"? Discuss the structure of web address. **20**

OR

Write down the steps to perform following tasks **20** (*any two*)

(i)   Insert wordant to any presentation.

(ii) Insert table to any presentation.

(iii) Inserting animated images to any presentation.

4. Discuss about the goals of any Pay-Roll System? **20** Which tool will you use for creating a pay-roll system? Justify.

OR

What is accounting? Write down the Accounting equation and discuss the terms included in the respective equation.

5. Differentiate between following (*Any two*) **20**

(a) Twisted pair cable & coaxial cable.

(b) Direct connection to internet & Dial up connection to internet.

(c) CD-ROM & Hard Disk.

OR

Write short notes on *any two*.

(a) CPU & its components.

(b) Wireless transmission media.

(c) Steps of journalising.

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