

00960

**DIPLOMA IN PANCHAYAT LEVEL
ADMINISTRATION AND DEVELOPMENT**

Term-End Examination

June, 2016

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 no. 1 and 2 should not exceed
500 words each.*

1. Discuss the functions and services provided by an operating system. 20

OR

Define the term "Computer Networks". Discuss the advantages and disadvantages of "Computer Networks". 20

2. Describe the components of Document Window in MS - Word with the help of a diagram. 20

OR

Describe the components of Excel Worksheet Window with the help of a diagram. 20

3. Answer **any two** of the following in about **250** words each :
- (a) Explain how MS - Excel can be used for development of payroll application. **10**
 - (b) List the steps required to perform following activities in MS - PowerPoint. **10**
 - (i) Create charts
 - (ii) Insert movies
 - (c) Describe the characteristics of any two input and any output devices. **10**
4. Answer **any two** of the following in about **250** words each :
- (a) What is a balance sheet ? How MS - Excel can be used to create a balance sheet ? **10**
 - (b) Write the steps to perform following tasks using MS - Word : **10**
 - (i) Changing the line spacing
 - (ii) Alligning text
 - (c) What is RAM in the context of computer memory ? How is it different from a magnetic disk ? **10**
5. Write short notes on **any five** of the following in about **100** words each :
- (a) Central Processing Unit (CPU) **4**
 - (b) Bus Topology **4**
 - (c) Files and Folders **4**
 - (d) Functions in MS - Excel **4**
 - (e) Word Art **4**
 - (f) Web Address **4**
 - (g) Credit and Debit **4**
 - (h) World Wide Web (WWW) **4**