

01061

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)**

Term-End Examination

June, 2016

**MFN-010 : UNDERSTANDING COMPUTER
APPLICATIONS**

Time : 2½ hours

Maximum Marks : 75

- Note :** (i) *Question number 1 is compulsory and carries 15 marks.*
- (ii) *Attempt any three questions from the remaining questions. (Q. No. 2 to 6)*

1. (a) Explain the following terms in 2-3 sentences each : **10**
- (i) Macro in MS-Excel
 - (ii) Presentation Template
 - (iii) Uniform Resource locator
 - (iv) Headers and footers in MS-Word
 - (v) Windows Applications - Notepad and Paint
- (b) Elaborate the storage devices available in the computer. **5**
2. (a) How can you perform the following activities using MS-Word : **2x5=10**
- (i) Changing Case (of text)
 - (ii) Finding and replacing a word

- (iii) To insert and set page numbers
 - (iv) Setting margins
 - (v) Create a table
 - (b) Graphically illustrate and explain various views in a PowerPoint Presentation. **10**
- 3.
- (a) Explain briefly the uses of internet. **5**
 - (b) Differentiate between slide, slide sorter and slide show. **5**
 - (c) How can you perform the following activities using MS-Excel : **10**
 - (i) Inserting and Deleting Rows and Columns.
 - (ii) Apply Borders
 - (iii) Entering formulas
 - (iv) Printing an Area
 - (v) Entering date and time
- 4.
- (a) Describe briefly the usage of the following system tools : **2.5x4=10**
 - (i) System Restore
 - (ii) Windows Update
 - (iii) Scandisk
 - (iv) Disk cleanup
 - (b) Explain the procedure involved for trouble shooting the following devices : **5x2=10**
 - (i) Keyboard
 - (ii) Modem

5. Explain the steps to perform the following in context of Windows : **20**
- (a) Copying and Moving files
 - (b) Creating and Deleting a file or a folder
 - (c) Changing Desktop effects
 - (d) Changing windows appearance style
 - (e) Changing system date and time
6. (a) What is Ergonomics ? What are the Causes for the upper body risk factors ? Mention respective remedies for them. **10**
- (b) Write short notes on : **5x2=10**
- (i) Mail Merge feature of word
 - (ii) Adding videos and sound in a PowerPoint Presentation
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