DIPLOMA IN PANCHAYAT LEVEL ADMINISTRATION AND DEVELOPMENT

Term-End Examination

June, 2017

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.*

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1. (a) (i) What is a computer ? Explain basic structure of a computer.   10+10=20

   (ii) Explain computer network and its advantages and disadvantages.

   OR

   (b) In windows operating system based desktop, describe the purpose of following :   20

   (i) Taskbar   (ii) Recycle Bin

   (iii) My Documents (iv) Start Button

2. Describe operating system and its functions. List any two operating systems.   20

   OR

   What are the uses of PowerPoint ? List the elements of a PowerPoint window. Explain how you will insert a chart in PowerPoint Presentation.   20

3. Answer **any two** of the following in about 250 words each :
   (a) Describe any four input devices.   10
   (b) Explain how font type and font size are   10
       changed in a word document.
   (c) What is LAN ? Distinguish between LAN   10
       and WAN.

4. Describe **any four** of the following :
   (a) Use of formulas in MS-Excel with the help   5
       of an example.
   (b) Use of computer in creating Profit and Loss   5
       account.
   (c) TCP/IP   5
   (d) Client/Server Computing   5
   (e) Tax calculation from total income   5
   (f) Steps required for changing screensaver.   5

5. Define the following terms giving their usage/
   applications (**Any Eight**).   8x2½=20
   (a) HTTP
   (b) CD-ROM
   (c) E-mail
   (d) Direct Internet Connection
   (e) Credit and Debit
   (f) Primary Storage
   (g) Pen Drive
   (h) Star Topology
   (i) Router
   (j) Control Panel
   (k) Print Preview
   (l) Word art