

**MASTER OF SCIENCE (DIETETICS AND  
FOOD SERVICE MANAGEMENT) (M.Sc. DFSM)**

**Term-End Examination**

**June, 2021**

**MFN-010 : UNDERSTANDING COMPUTER  
APPLICATIONS**

*Time :  $2\frac{1}{2}$  hours*

*Maximum Marks : 75*

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***Note :** Question no. 1 is **compulsory**. Attempt any other **three** questions. Answer **four** questions in all.*

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1. (a) Explain the following in 2 – 3 sentences in the context of Control Panel :  $4 \times 2\frac{1}{2} = 10$
- (i) Changing system date and time
  - (ii) Changing the background image
  - (iii) Changing window appearance style
  - (iv) Changing the mouse properties
- (b) What is memory in a computer ? Why is hard disk needed in a computer ? 5

2. (a) Write the functioning of the following with reference to MS-Word :  $4 \times 2 \frac{1}{2} = 10$
- (i) Autocorrect feature
  - (ii) Thesaurus
  - (iii) Find and Replace
  - (iv) Spelling and Grammar check
- (b) What is mail merge ? Explain how it can be performed using MS-Word. 10
3. (a) Explain the functioning of the following in brief with respect to maintenance of computers :  $4 \times 2 \frac{1}{2} = 10$
- (i) Disk defragmenter
  - (ii) Disk cleanup
  - (iii) Scan disk
  - (iv) System restore
- (b) How can a custom animation be created and added in a PowerPoint presentation ? 5
- (c) Write steps to add clips from media (to be taken from internet) in a PowerPoint presentation. 5
4. (a) List different kinds of software viruses. How should the system be made secure against viruses ? 5

- (b) Write the functioning of the following in brief in MS-Excel worksheet : 15
- (i) Entering formulas
  - (ii) Selecting cell ranges
  - (iii) Creating data series
  - (iv) Numeric formatting
  - (v) Changing row width
5. (a) Explain the features of any five Windows applications. 10
- (b) What are the different tools available on Internet ? Write functions of any two of these. 10
6. Write short notes on any **four** of the following : 4×5=20
- (a) Repetitive motion injuries in the context of computer usage
  - (b) Eyes and vision discomfort while using a computer
  - (c) Troubleshooting of printers
  - (d) Macros in MS-Excel
  - (e) Searching files and folders in Windows