

00391

**DIPLOMA IN PANCHAYAT LEVEL
ADMINISTRATION AND DEVELOPMENT**

Term-End Examination

June, 2015

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 hours

Maximum Marks : 100

Note : Attempt all the five questions. All questions carry equal marks. Answers to Question No. 1 and 2 should not exceed 500 words each.

1. Describe the broad goals of a pay-roll application. 20
Also, mention the procedure to calculate the Gross
Income and Net Income.

OR

Explain the characteristics of the following 20
transmission media :

- (a) Twisted Pair
- (b) Coaxial cable
- (c) Optical fiber
- (d) Wireless medium

2. Explain the characteristics of magnetic and optical 20
disks.

OR

Explain the following functions of an Operating System : 20

- (a) Process Management
- (b) Memory Management
- (c) File Management
- (d) Device Management

Also, list eight operations that you can perform using Windows Operating System.

3. Answer **any two** of the following in about 250 words each :

- (a) Explain the role of the following units of a computer system 10
 - (i) Input Unit
 - (ii) Output Unit
 - (iii) Central Processing Unit
 - (iv) Storage/Memory
- (b) Explain the role of a web server. How the request to fetch a page from the web server is fulfilled ? 10
- (c) Explain the following terms used in Accounting with suitable examples. 10
 - (i) Assets and Liabilities
 - (ii) Trial Balance

4. Describe the following (any four) :
- (a) Formatting a paragraph in MS - Word. 5
 - (b) Advantages of Computer Networks 5
 - (c) E-mail 5
 - (d) Internet Browser 5
 - (e) System Software 5
 - (f) Use of formula and functions in MS - Excel. 5
5. Explain any eight of the following terms giving their use in computing : 2½x8=20
- (a) Adding Clip Art in MS - Word
 - (b) Procedure to Insert a simple table with 3 rows and 3 columns on power-point slide
 - (c) Procedure to change the slide design in MS Power-Point
 - (d) Step by step procedure to delete the complete row in a worksheet.
 - (e) Use of a spell-checker in MS - Word
 - (f) Steps of entering a formula in a Worksheet
 - (g) Pen Drive
 - (h) Desktop of WINDOWS Operating System
 - (i) Protocol
 - (j) BUS topology
 - (k) Wide Area Network
 - (l) Social Networking Sites
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