

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

Term-End Examination

June, 2015

**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.*

1. (a) Define the following terms (in two or three sentences each) : 2x5=10

- (i) Mail Merge
- (ii) System Software
- (iii) URL
- (iv) MS Access
- (v) Macro in MS - Excel

(b) Fill in the blanks with the suitable words given below : 1x5=5

- (i) _____ is the software, which manages the hardware resources of computer.
- (ii) _____ is an online help provided by MS Word.

- (iii) _____ shows the appearance and layout of a report, table or form in order to confirm what will be printed.
- (iv) _____ allows you to copy formatting from one object to another.
- (v) _____ is not an access database object.

Options : (format printer, print preview, operating system, data sheet, office assistant)

- 2. (a) Explain the method to troubleshoot the following devices : 5+5=10
 - (i) Monitor
 - (ii) Keyboard
- (b) Write the step by step procedure to search content on Internet using a search engine. Give two examples of search engines. 10

- 3. (a) List the steps to : 5+5=10
 - (i) Insert range and range names in formulae.
 - (ii) Print a MS - Word document.
- (b) What is ergonomics ? Explain its relevance in the context of use of computers. 10

- 4. (a) Explain the uses of MS - Powerpoint, giving examples. 5
- (b) How will you perform the following using MS Word : 5+5+5=15
 - (i) Formatting Text
 - (ii) Headers and Footers
 - (iii) Use Format Painter

5. (a) What is Control Panel ? Explain any two of its uses. 5
- (b) Explain briefly the uses of Internet. 5
- (c) How will you insert or delete rows and change row height in an MS-Excel worksheet ? Explain the step by step procedure. 10
6. Write short notes on **any four** of the following :
- (a) Application Software 5+5+5+5=20
- (b) E-mail Etiquette
- (c) Microsoft Office
- (d) Computer Virus
- (e) Graphical User Interface
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