

02248

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

Term-End Examination

December, 2010

**MFN-010 : UNDERSTANDING COMPUTER
APPLICATIONS**

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

Maximum Marks : 75

*Note : Question No. 1 is compulsory and carries 15 marks.
Attempt any three questions from the remaining.*

1. (a) Explain the use of the following in 5
2-3 sentences only :
- (i) Recycle bin
 - (ii) Folder
 - (iii) Paint
 - (iv) Outlook Express
 - (v) Thesaurus

- (b) Match the items in column A with the items in column B. 5

Column - A	Column - B
(A) Hardware	(i) Tables and Borders
(B) Auxiliary Memory	(ii) Ergonomics
(C) Control Panel	(iii) Monitor
(D) System Tool	(iv) Internet
(E) Standard Toolbar	(v) Zip Drive
	(vi) Date/Time
	(vii) Scandisk

- (c) Fill in the blanks : 5

- (i) _____ displays shortcuts in the form of buttons, which have icons on their faces for specific tasks.
- (ii) Word has an _____ feature that saves your documents after a fixed interval.
- (iii) _____ refers to finding and removing errors (bugs) from a programme.
- (iv) Disk _____ is a system tool used to rearrange the files on the disk so that the programmes run faster.
- (v) _____ keeps a computer running for several minutes after power - outage, enabling you to save data that is in RAM and shut down the computer gracefully.

2. (a) "A computer is designed to perform four basic functions". Elaborate on the statement, highlighting the main parts and the functions of the computer. 10
- (b) Define the following terms commonly used in the context of computers : 10
- (i) Window
 - (ii) Menus
 - (iii) Icons
 - (iv) Help
 - (v) My Network Places
- Briefly explain their uses in computer applications.
3. (a) What are internet tools ? Discuss briefly. 10
- (b) There are many "Windows Applications". List these applications and describe any two applications briefly. 2+4+4
4. Enlist the steps involved while performing the following tasks in MS-Word : 4+4+4+4+4
- (a) Creating Documents
 - (b) Changing Fonts and Font Styles
 - (c) Placing Headers and Footers
 - (d) Creating Hanging Indent
 - (e) Spell check a document using the spelling and grammar dialog box

5. (a) What is Microsoft Powerpoint ? Discuss its uses briefly. 6
- (b) "There are a variety of applications for which MS-Excel can be used". Justify the statement highlighting the major features of MS-Excel. 8
- (c) Your MSc. dissertation is ready and typed on your computer. You would like to protect your data in the computer. Enlist the steps you would follow to apply a password for protecting your file and data. 6
6. (a) Discuss briefly various system tools for computer maintenance. 10
- (b) What proper posture and seating arrangements would you practice while working on a computer ? 4
- (c) What is a computer virus ? How can you prevent virus problems ? 6
7. Write short notes on *any four* of the following : 5+5+5+5
- (a) Setting up and running a slide show on screen
- (b) Use Mail Merge feature in MS-Word
- (c) Use of control Panel
- (d) Preventing Virus Problems
- (e) Use of address book in e-mail
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