

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**B. Pharm. – SEMESTER – I • EXAMINATION – SUMMER 2013**

**Subject Code: 2210005**

**Date: 20-05-2013**

**Subject Name: Basics of Computer Applications**

**Time: 02.30 pm - 05.30 pm**

**Total Marks: 80**

**Instructions:**

- 1. Attempt any five questions.**
- 2. Make suitable assumptions wherever necessary.**
- 3. Figures to the right indicate full marks.**

- Q.1**
- (a) Define the terms. (Any Three) **06**
    - 1. Characteristics of computer
    - 2. ASCII Code
    - 3. Input unit
    - 4. Recycle Bin
  - (b) Explain Software? And its categories? **05**
  - (c) What is Computer Virus? And its categories? **05**
- Q.2**
- (a) Do as instructions. **06**
    - 1. Convert  $(1732)_{10}$  into Binary Number System
    - 2. Convert  $(101011)_2$  into Decimal Number System
  - (b) Explain following DOS commands in brief **05**
    - 1. Edit      2. Type      3. Copy
    - 4. DIR      5. DEL
  - (c) Explain Improved features of Latest Operating System **05**
- Q.3**
- (a) Define the following terms in MS - Word (Any Three) **06**
    - 1. Header and Footer
    - 2. Drop Cap
    - 3. Macro
    - 4. Change Case
  - (b) Describe the Mail Merge in ms word **05**
  - (c) Draw and Explain View menu in ms word **05**
- Q.4**
- (a) Give Shortcuts for the following function in MS – Word. **06**
    - 1. Justify Text
    - 2. Super script
    - 3. Replace Text
    - 4. Hyperlink
    - 5. Help
    - 6. Print Preview
  - (b) What is PDF file? Give Advantages of file **05**
  - (c) Write a detailed note of Chemdraw **05**
- Q.5**
- (a) Define the following terms in MS – Excel (Any Three) **06**
    - 1. Sorting text and Number
    - 2. Filtering Records
    - 3. Printing Sheet
    - 4. Inserting Worksheet

	(b)	Explain Any Five Functions in MS- Excel	<b>05</b>
	(c)	Describe Charts and draw any one type of chart in MS – Excel	<b>05</b>
<b>Q. 6</b>	(a)	Write a detailed note on : MS – Access OR MS – Outlook Express	<b>06</b>
	(b)	Describe Slide master in MS – PowerPoint	<b>05</b>
	(c)	Explain Any Five Pharmaceutical web site	<b>05</b>
<b>Q.7</b>	(a)	Briefly Explain the following terms	<b>06</b>
		1. LAN	
		2. Internet Browser	
	(b)	Discuss the components of E – mail.	<b>05</b>
	(c)	Define Computer terminology and Explain types of Terminology in brief	<b>05</b>

\*\*\*\*\*