

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

Term-End Examination

December, 2007

**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 rest.

1. (a) Explain the following terms in two or three sentences or steps; whichever is applicable : 5×2=10
- (i) Data processing cycle (with the help of a diagram)
 - (ii) Character Map of Windows applications
 - (iii) AutoCorrect and AutoText features of MS-Word
 - (iv) Adding headers and footers in a PowerPoint presentation
 - (v) Date and time formatting feature in a worksheet of MS-Excel.

- (b) State whether True or False, and correct the false statements :

$$5 \times 1 = 5$$

- (i) MailMerge feature of MS-Word uses the data available in data source file, to produce the letters to be sent to different persons.
- (ii) Word-Pad of Windows applications is used to create, edit and view pictures.
- (iii) Status bar of Windows displays the shortcuts in the form of buttons, which have icons on their faces for specific tasks.
- (iv) Presentation prepared with the help of MS-PowerPoint is a sequence of slides that are displayed in a succession to the audience to give an explanation on a topic.
- (v) An equation entered in a spreadsheet by the user is called as a formula.

2. (a) Write a step-by-step procedure to insert pictures and embedding an Excel object in another application.

$$5 + 5 = 10$$

- (b) How can you do the following activities using MS-Word ?

$$2\frac{1}{2} \times 4 = 10$$

- (i) Creating a table
- (ii) Converting table to text
- (iii) Inserting additional rows and columns in a table
- (iv) Adding borders and shading for a table.

3. (a) Describe the proper posture and seating arrangements while working on a computer in order to avoid upper and lower body risk factors. 10
- (b) What is a computer virus ? How can we prevent them ? 5
- (c) What is Disk Defragmenter ? Briefly discuss its role in computer maintenance. 5
4. (a) Explain stepwise the mechanism of the following processes : $2\frac{1}{2} \times 4 = 10$
- (i) Password to open and modify a file
 - (ii) Inserting a hyperlink in a Word document
 - (iii) Workbook level protection
 - (iv) Inserting animation in a PowerPoint presentation
- (b) Briefly describe the utility of the following constituent elements of MS-Office : $2\frac{1}{2} \times 4 = 10$
- (i) MS-Outlook
 - (ii) MS-Word
 - (iii) MS-PowerPoint
 - (iv) MS-Excel
5. (a) How can you do the following activities using MS-PowerPoint ? $2\frac{1}{2} \times 4 = 10$
- (i) Printing the hand-outs of a presentation
 - (ii) Setting transitions and slide timings of a presentation
 - (iii) Add videos to a presentation
 - (iv) Using the Style Checker feature

(b) Write a step-by-step procedure to store the information in an address book, add a new contact, retrieve an address and delete an address in an address book of Outlook Express. 10

6. Write short notes on any **four** of the following : 4×5=20

- (a) Internet Explorer or any web browser
- (b) Control Panel of Windows
- (c) Format printer
- (d) Adding movies and sounds in a presentation
- (e) Trouble-shooting of a monitor