

**MASTER OF SCIENCE (DIETETICS AND
FOOD SERVICE MANAGEMENT)****Term-End Examination****June, 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 remaining.

1. (a) Define the following terms (in two or three sentences each) : 5×2=10
- (i) System Software
 - (ii) Control Panel of Windows Interface
 - (iii) Web Browser
 - (iv) Mail Merge feature of MS-Word
 - (v) Pivot table of MS-Excel

(b) State whether 'True' or 'False' and correct the false statement(s) : 5×1=5

- (i) Information is the data, which has been processed into a useful form.
- (ii) FTP stands for Format Transfer Protocol.
- (iii) Microsoft Powerpoint is a word processing package.
- (iv) In MS-Excel, a range is a group of cells on which an operation is to be performed.
- (v) Macro is a group of instructions that accomplishes a specific task.

2. (a) Explain the role and the usage of the following Graphical User Interface (GUI) components of Windows operating system : 2×5=10

- (i) Menu
- (ii) Icon
- (iii) Window
- (iv) Folder
- (v) Buttons

(b) What are the services offered by Internet apart from normal data transfer ? Explain briefly. 5

(c) Write the step-by-step procedure to search the information on a specific topic like "diet for a diabetic patient" using the search engine on the Internet. 5

3. (a) Explain the use of the following main menu-options of MS-Word : 5×2=10
- (i) File
 - (ii) Edit
 - (iii) View
 - (iv) Insert
 - (v) Format
- (b) Describe briefly the usage of the following : 5×2=10
- (i) Page Layout view
 - (ii) Modem
 - (iii) URL (Uniform Resource Locator)
 - (iv) Mail Merge
 - (v) Auto Correct feature
4. Write a step-by-step procedure to create a presentation, insert slides, edit/format the text on the slides and view the presentation using the Slide Show. 20
5. (a) With the help of an example, explain how we can add charts and graphic objects to an Excel-Worksheet. 5+5
- (b) Write the process of creating a macro and storing the macro with the help of an example. 10

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

- (i) MS-Excel functions
- (ii) Workbook level protection in Excel
- (iii) Disk cleanup utility in Windows
- (iv) Troubleshoot a keyboard
- (v) Ergonomics