BRAINWARE UNIVERSITY

Term End Annual Examination 2020 – 21

Programme – Bachelor of Science in Nursing

Course Name – Introduction to Computer Application

Course Code – BNS107

(Year – I)

Time allotted: 3 hrs.   **Full Marks: 75**

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable. Write answer of Section – A and Section –B in separate Answer booklet.]

Section – A

1. Choose the correct alternative from the following: 1 x 5 = 5

I   We access the World Wide Web using:

   a. Instant messaging applications   c. Browsers
   b. High bandwidth   d. Search engine

II   Internet Explorer is a type of

   a. Operating System   c. Browser
   b. Compiler   d. IP address

III   VLC media player is an example of _____ software.

   a. Application   c. System
   b. Programming   d. Operating System

IV   Random Access Memory, or RAM in short is:

   a. Volatile memory   c. Non-Volatile memory
   b. Magnetic tape   d. None of these

V   System Maintenance refers to:

   a. Continuous Improvement   c. Error finding
   b. Updating the system   d. All of these

2. Write short answer on any *three* of the following: 3 x 5 = 15

(I)   How many computer generations are there till date? Explain them in brief.   [5]
(II)   Why is computer known as a data processor? Explain with diagram.   [5]
(III)   a) What is CPU?   [2+3]
   b) Define Hardware and Software of a computer system.
(IV)   a) How to apply bullets and numbering in MS Word?   [2+3]
   b) What are the difference of Save as and Save command in MS Word?
(V)   a) What is the use of data sorting in Excel?   [2+3]
   b) Explain step by step procedure to sort a cell-range in MS Excel?

3. **Write short answer on any *two* of the following:** 2 x 10 = 20

(I) a) Distinguish between a RAM, ROM and Auxiliary memory. [6+2+2=10]
b) What is the function of an input device?
c) What are the different kinds of input devices?

(II) a) What is 'internet' and how it is differ with 'Intranet'? [1+1+2+3+3=10]
b) What is the most popular search engine?
c) What is Search engine?
d) What are the different services provided by the internet?
e) What are the Web browser and URL?

(III) a) What is Mail Merge? [2+6+2=10]
b) Describe the complete process of Mail Merge.
c) What are the applications of Mail Merge?

Section –B

1. **Choose the correct alternative from the following:** 1 x 5 = 5

(I) Which of the following is not an example of web browser?

    a. Google chrome   b. Internet explorer
    c. Safari   d. Avast

(II) Junk E-mail is also called-

    a. Spoof   b. Coppell-crumbs
    c. Spam   d. Trash messages

(III) The Internet is-

    a. An internal communication system   b. A large network of networks.
    c. A communication system for the   d. A cable, that connects two computers
       Government agencies

(IV) Which of the following refers to dangerous programs that can be 'caught' by opening E-mail attachments and downloading software from the internet?

    a. Spam   b. Honeypot
    c. Utility   d. Virus

(V) A _____ shares hardware, software and data among authorized user

    a. IP   b. Network
    c. CPU   d. DNS

2. **Write short answer on any *two* of the following:** 2 x 5 = 10

(I) a) What are the use of table in a word document? [2]
b) Mention step by step procedure to insert a table in a MS Word document. [3]

(II) Write down the keyboard shortcuts for the following functions:- [5]
    a. Making fonts bold
    b. Making fonts underlines.
    c. Making fonts italic.
    d. Increasing font size.
    e. Making a paragraph right –aligned.

(III) a) Write the step for inserting Slides with a particular Slide layout. [1+1+3]
b) How can you insert a picture (clipart) into a master slide?
c) What is slide transition? How can you apply the same slide transition to all the slides at a time?

3. **Write short answer on any *two* of the following:**　　　　2 x 10 = 20

(I)　a) Distinguish between a RAM, ROM and Auxiliary memory.　　[6+2+2=10]
　　b) What is the function of an input device?
　　c) What are the different kinds of input devices?

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　　b) What is the most popular search engine?
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Section –B

1. **Choose the correct alternative from the following:**　　1 x 5 = 5

(I)　Which of the following is not an example of web browser?

　　a.　Google chrome　　　　　b.　Internet explorer
　　c.　Safari　　　　　　　　　d.　Avast

(II)　Junk E-mail is also called-

　　a.　Spoof　　　　　　　　　b.　Coppell-crumbs
　　c.　Spam　　　　　　　　　d.　Trash messages

(III)　The Internet is-

　　a.　An internal communication system　　b.　A large network of networks.
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　　a.　Spam　　　　　　　　　b.　Honeypot
　　c.　Utility　　　　　　　　　d.　Virus

(V)　A _____ shares hardware, software and data among authorized user
　　a.　IP　　　　　　　　　　　b.　Network
　　c.　CPU　　　　　　　　　　d.　DNS

2. **Write short answer on any *two* of the following:**　　2 x 5 = 10

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3. **Write answer on any *two* of the following:**   2 x 10 = 20

(I)   a) Write down the steps to insert hyperlink and bookmark.   [6+4 =10]
      b) How to print page range in MS Word?

(II) a) What is Formula in MS Excel?   [2+2+6 =10]
      b) What is a Function in MS Excel?
      c) Discuss the following functions:
         I. LEN
         II. COUNT
         III. MAX

(III) a) What are the use of Vlookup formula in Excel, explain with example?   [3+2+2+3=10]
      b) Is it possible to use Vlookup with IF function?
      c) What is EBCDIC stands for? What is the application area of it?
      d) Write a short note on UNIVAC.