

**GUJARAT TECHNOLOGICAL UNIVERSITY**  
**B.PHARM - SEMESTER- 1 EXAMINATION – WINTER -2019****Subject Code: 2210005****Date: 06-01-2020****Subject Name: Basics of Computer Applications - I****Time: 10:30 AM TO 01:30 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) Describe applications of computer in pharmacy with examples. **06**  
(b) Discuss components of Start menu in detail. **05**  
(c) What is operating system? Discuss various types of operating systems in detail. **05**
- Q.2** (a) Describe at least four menus of MS word in detail. **06**  
(b) Describe following terms. **05**  
1. LAN 2. WAN 3. Internet  
(c) Give names and functions of various Input and Output devices. **05**
- Q.3** (a) Describe MS Outlook in detail. **06**  
(b) Explain the function of custom animation tool in MS-POWERPOINT. **05**  
(c) Write a note on slide transition and slide show. **05**
- Q.4** (a) Give the shortcuts for the following **06**  
1. Format painter 4. Hyperlink  
2. Minimize Windows 5. Clear Formatting  
3. Page Break 6. Superscript  
(b) Describe steps to change Axis labels and Chart title in MS Excel. **05**  
(c) Discuss use of Spellcheck, Autocorrect & Thesaurus function in MS Word. **05**
- Q.5** (a) Explain the importance of mail merge. Enumerate various steps for mail merge. **06**  
(b) Discuss benefits of E-mail and write steps for sending it. **05**  
(c) Discuss Sort and Filter menu in MS Excel. **05**
- Q. 6** (a) Enumerate and explain any six functions of MS-EXCEL. **06**  
(b) Describe Charts and enumerate steps to draw Histogram chart in MS – Excel **05**  
(c) Explain the cell formatting in MS Excel. **05**
- Q.7** (a) Enumerate at least three search engines and three pharmaceutical websites. **06**  
(b) Write a note on MS Access. **05**  
(c) Discuss Adobe® Reader and Adobe® Acrobat with examples. **05**

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