

Shree Manibhai Virani and Smt. Navalben Virani Science College (Autonomous)
Affiliated to Saurashtra University, Rajkot

SEMESTER END EXAMINATION APRIL – 2017

B.Voc. Medical Laboratory and Molecular Diagnostics Technology

GMLMDT 2.5 - BASIC COMPUTER SKILLS

Duration of Exam – 2.30 hrs

Semester – II

Max. Marks – 70

Que. 1 Answer the following Questions

[20]

1. When a label is too long to fit within a worksheet cell, you typically must _____
2. An excel workbook is a collection of _____ & _____.
3. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are _____
4. What is the term used when you press and hold the left mouse key and move the mouse around the slide?
5. Before printing a document can be viewed in _____
6. What is WWW?
7. The process of removing unwanted part of an image is called _____
8. To apply Right alignment to a paragraph we can press _____
9. The space left between the margin and the start of a paragraph is called _____
10. Which function displays row data in a column or column data in a row?
11. Google is web browser? [True or False]
12. What is bookmark?
13. Except for the function, a formula with a logical function shows the word “TRUE” or “FALSE” as a result
14. Header is printed at the bottom of each page. [True or False]
15. Rows and columns are data organized in a spreadsheet? [True or False]
16. Full form of HTML is _____.
17. Full form of FTP is _____.
18.
 tag is used to _____.
19. Give use of tag.
20. Give use of tag.

Que. 2 (A) Answer the following Questions (Any Three) [06]

1. What is Internet?
2. What is Web Browsers?
3. Give the use of Header and Footer?
4. What is Web page?
5. What is Search Engine?
6. What is Web Client?

Que. 2 (B) Answer the following Questions (Any Three) [09]

1. Explain Line and Paragraph Spacing in word.
2. Write steps to Spell Check, Hide, Show in MS EXCEL.
3. What are layouts of slides in power point?
4. Explain ROM.
5. What is Booting Process?
6. Give brief introduction of 4th generation computer system.

Que. 2 (C) Answer the following Questions (Any Two) [10]

1. Write usage of Comment, page layout ribbon in MS WORD
2. Explain Changing height and width in MS Excel.
3. Write steps to Inserting row, Column in excel.
4. Explain Block diagram of computer system.
5. Explain <FRAME> tag with example.

Que. 3 (A) Answer the following Questions (Any Three) [06]

1. List out Input devices in computer system.
2. What is MINI Computer?
3. What is Super Computer?
4. What is Filter in excel.
5. What is slide Number in Power Point?
6. What is use of slide master in Power Point?

Que. 3 (B) Answer the following Questions (Any Three) [09]

1. Explain Slide Show in power point presentation.
2. Explain E-Commerce.
3. What is internet searching?
4. What is HTML? Give Basic Structure of HTML.
5. What is Pivot table give use of them?
6. Write steps for mail merge labels in word.

Que. 3 (C) Answer the following Questions (Any Two) [10]

1. Explain <INPUT> tag with Example.
 2. What is Antivirus? List out Popular Antivirus name.
 3. Explain any 4 Text Formatting Tags
 4. Write Use to Email
 5. Explain Find and Replace in MS Excel.
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