[33]

SARDAR PATEL UNIVERSITY

Master of Social Work (MSW)

Semester – I

PA01SMSW01 [Soft Skill – Information & Communication Technology]

27TH October, 2016

Time : 2:00 p.m. to 4:00 p.m.   Marks : 35

> Note : Answers of all the questions (including multiple choice questions) should be written in the provided answer book only.

Q-1 Pick up the most appropriate answer from the given alternatives and write   **(10)** in your answer book.

(i) Which one of the following is an example of Web Browser?
[A] Google Chrome   [B] Windows
[C] Linux   [D] Mac OS

(ii) DOS stands for
[A] Disk Operating System   [B] Dialog Operating System
[C] Destructive Operating System   [D] Danger Operating System

(iii) The extension of a Microsoft Word document is -
[A] .doc or .docx   [B] .ppt or .pptx
[C] .mdb or .accdb   [D] None of these

(iv) In order to print Microsoft Word document, _____ is the short cut key.
[A] ctrl+P   [B] ctrl+S   [C] ctrl+C   [D] None of these

(v) Network of networks is known as -
[A] Internet   [B] Telenetwork   [C] Multinetwork   [D] None of these

(vi) Using, _____ short-cut we can save the document/file.
[A] ctrl+s   [B] ctrl+c   [C] ctrl+v   [D] None of these

(vii) Which one of the following is not a feature of MS-EXCEL?
[A] PivotTable   [B] Filter   [C] Slide Show   [D] None of these

(viii) Which one of the following indicate first cell of a Microsoft Excel sheet?
[A] 1A   [B] A1   [C] Afirst   [D] FirstA

(xi) WWW stands for
[A] World Wide Web   [B] World Wide War
[C] World Wide Waste   [D] World Wide Water

(x) Microsoft PowerPoint software is used
[A] To create document   [B] To create spreadsheet
[C] To create presentation   [D] None of these

Q-2 Attempt the following: (**Any Five**)   (15)

    I.   Define the term 'Computer'. State various characteristics of a computer.
    II.   What is Operating System? State the role of it.
    III.   Write down major benefits of using Microsoft Word.
    IV.   What is formula? How can we write it?
    V.   Write a full-form of: LAN, MAN, WAN and URL.
    VI.   Write down key features of Microsoft PowerPoint.
    VII.   What is DOS? Write down name of any four DOS commands.
    VIII.   Write down advantages of an Internet.

Q-3 Answer the following questions (**Any Two**):   (10)

    I.   Explain various components of a Computer System.
    II.   Explain text formatting and page formatting features of Microsoft Word.
    III.   Write a note on – "What-if Analysis using Excel".
    IV.   Write a note on Web Browser and E-mail.

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