

**DIPLOMA IN PANCHAYAT LEVEL
ADMINISTRATION AND
DEVELOPMENT (DPLAD)**

Term-End Examination

December, 2024

BPR–005 : BASIC COMPUTER LITERACY

Time : 3 Hours

Maximum Marks : 100

Note : *Attempt all the **five** questions. All questions carry equal marks. Answer to question no. 1 and 2 should not exceed **500** words each.*

1. Draw block diagram for the basic structure of the computer system. Discuss the functions of each unit involved in the basic structure of the computer system. 20

Or

Explain the following network topologies. Also give advantages and disadvantages of each :

- (i) Bus Topology
 - (ii) Ring Topology
 - (iii) Star Topology
 - (iv) Hybrid Topology
2. Explain the following with suitable diagram. Also, give their respective characteristics : 20

- (i) LAN
- (ii) MAN
- (iii) WAN

Also, list the transmission media used for each.

Or

What is an operating system ? Explain the major functions of operating system.

3. Explain Accounting equation, along with the various terms used in it. Give suitable example and block diagram in support of your explanation. 20

Or

What is MS-Word ? Explain the following features of MS-Word with suitable example for each :

- (i) Find and Replace
 - (ii) Spell checker
 - (iii) Formatting paragraph
 - (iv) Inserting table
4. What is MS-PowerPoint ? How does it support in establishing a proper communication ? List and explain the various views used in MS-PowerPoint. Also, write keyboard shortcuts to perform the following in MS-PowerPoint : 20
- (i) Open a presentation
 - (ii) New slide
 - (iii) Switch button
 - (iv) Help
 - (v) End slide show

Or

Explain Trial Balance with a suitable example. Also discuss the objectives and limitations of Trial Balance.

5. Write short notes on the following : 20

- (i) Journal and steps in Journalising
- (ii) Structure of web address
- (iii) VoIP and its applications
- (iv) Network devices and its types

Or

- (a) What is Ledger ? Explain the process of transferring of entries from Journal to the ledger. 10
- (b) Write the steps to describe the interaction between web server and web browser, with a suitable block diagram. 10

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