

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

Term-End Examination

December, 2025

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 Hours

Maximum Marks : 100

Note : (i) *Attempt all questions.*

(ii) *All questions carry equal marks.*

1. (a) (i) What are solid-state storage devices ? What are the main types of storage ? 5
- (ii) Differentiate between volatile and non-volatile memory. 5

- (b) (i) Name the processors currently available from Intel Corporation. 5
- (ii) What are the pros and cons of Intel Processors as compared to AMD ? 5

Or

- (a) (i) Differentiate between the mechanical mouse and the optical mouse. 5
- (ii) How do most touch-screen systems work ? 5
- (b) (i) What is the bus of a computer and its types ? Explain briefly their roles. 5
- (ii) How does a laser printer create an image on paper ? 5
2. (a) What is meant by Network Topology ? Describe the advantages and disadvantages of Star and Ring topology. 10
- (b) Describe briefly the components of an operating system by highlighting their functionality and relevance. 10

Or

- (a) (i) What is a Network and its common types ? 4
- (ii) How are networks structured ? What distinguishes a peer-to-peer network ? 6
- (b) (i) What is Internet and its major services ? 4
- (ii) What are the operating systems for Mobile Devices ? Discuss the main features of Android. 6
3. (a) What is a Balance Sheet equation ? What are the three simple principles it uses ? 6
- (b) What is Trial Balance and its objectives ? 6
- (c) (i) Rajiv is a 70 year old with a total income of ₹ 7,50,000 for a year 2022-23. Calculate Rajiv's gross tax liability for the year. 4
- (ii) What will be surcharge, marginal income if the total income is ₹ 15,00,000 ? 4

Or

- (a) On April 1, 2019, Anil started business with ₹ 1,00,000 and other transactions for the months are : 10

2019

April

- 2 Purchased furniture for cash ₹ 7,000
- 8 Purchased goods for cash ₹ 2,000 and for credit ₹ 1,000 from Ram Stores
- 14 Sold goods to Shyam Brothers ₹ 12,000 and cash sales ₹ 5,000
- 18 Owner withdrew ₹ 2,000 for personal use.
- 22 Paid Ram Stores ₹ 500
- 26 Received ₹ 10,000 from Shyam Brothers
- 28 Paid salaries expenses ₹ 2,000.

Create the General Journal.

- (b) (i) Explain different components of a web address. 6
- (ii) What is VoIP ? 4
4. (a) (i) What are charts in MS-Excel ? 4
- (ii) Why do we use formula in Excel sheet ? Write down the steps for including a formula in worksheet. 6
- (b) (i) How can you embed a chart from Excel to PowerPoint ? Explain. 5
- (ii) How can you create a video in PowerPoint Presentation ? Explain. 5

Or

- (a) Write down the steps to insert the following to your presentation : 10
- (i) Animated image
- (ii) Tables

- (b) (i) What is MS-Word and its most prominent features ? 6
- (ii) How can you insert footnotes and endnotes in MS-Word ? 4
5. (a) Differentiate between any *two* of the following : 2×5=10
- (i) Bluetooth and Wi-Fi
- (ii) FTP and TELNET
- (iii) Intranets and Extranets
- (b) Write brief notes on any *two* of the following : 2×5=10
- (i) Transmission Media and its characteristics
- (ii) Windows OS
- (iii) Spell checker in MS-Word

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