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MFN-010

**MASTER OF SCIENCE
(DIETETICS AND FOOD SERVICE
MANAGEMENT)**

[M. SC. (DFSM)]

Term-End Examination

December, 2025

**MFN-010 : UNDERSTANDING COMPUTER
APPLICATIONS**

Time : 2 $\frac{1}{2}$ Hours

Maximum Marks : 75

***Note :** (i) Question No. 1 is compulsory.*

*(ii) Attempt any other **three** questions.*

*(iii) Attempt **four** questions in all.*

1. (a) Differentiate between the following sets of terms used in the context of computers : $2 \times 5 = 10$

(i) System Software—Application Software

(ii) File—Folder

(iii) Volatile—Non-volatile

(iv) Tool bar—Status bar

(v) Upload—Download

(b) Fill in the blanks with appropriate words : $1 \times 5 = 5$

(i) You can access _____ through Microsoft Edge, Google chrome or any other browser.

- (ii) _____ refers to the manner or style in which text is displayed in the document.
- (iii) Format _____ is used to format an entire document quickly and easily.
- (iv) A _____ is a dictionary of synonyms, words and phrases.
- (v) When predefined slide and title, colour scheme, graphic elements are saved in a presentation file, it is called _____ .
2. (a) What are the basic functions of a computer ? Elaborate highlighting the main parts and the functions of the computer.

10

- (b) Briefly explain the uses of the following terms used in computer applications :

2×5=10

- (i) Menu
- (ii) My Network
- (iii) Windows
- (iv) Icons
- (v) Recycle Bin

3. (a) What are Internet tools ? Enumerate.

10

- (b) What is Outlook Express ? Discuss the facilities provided by this tool. 10

4. Explain the steps you will follow with regards to the following : 5+5+5+5

- (i) Placing headers and footers in MS-Word

- (ii) Change an objects colour in Power-Point presentation
 - (iii) Setting transition and slide timings in Power-Point presentation
 - (iv) Creating indent in MS-Word
5. (a) What are the various applications for which Microsoft Excel can be used ? Highlight the various features of MS-Excel. 10
- (b) Enlist the steps you would follow to apply a password for protecting your data in a computer. 5
- (c) Enlist the utility of Ergonomics in computer usage. 5

6. Write short notes on any *four* of the following : 5+5+5+5

- (a) Control panel of Windows
- (b) Troubleshooting tips for software
- (c) Mail Merge features in MS-Word
- (d) Macros
- (e) Creating a table in MS-Word

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