

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

**Term-End Examination**

**June, 2025**

**BPR-005 : BASIC COMPUTER LITERACY**

*Time : 3 Hours*

*Maximum Marks : 100*

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**Note :** (i) *Attempt all the **five** questions.*

(ii) *All questions carry equal marks.*

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1. (a) What are the components of a CPU in a computer ? Briefly explain their functions. 12
  - (b) What is a Cache Memory ? How is it useful ? 8

*Or*

- (a) What is a Computer Network ? Describe different categories of networks. 12
  - (b) Differentiate between Mesh Topology and Tree Topology. 8
2. (a) What is MS-Word ? What is the purpose of it ? 10
- (b) Explain the basic components of toolbar. 5
  - (c) What is a Print Preview ? 5

*Or*

- (a) What are folders ? Write down the steps to create a new folder. 10
  - (b) What is a Standby Mode ? What is its purpose ? Write the steps to put your computer in standby mode. 10
3. (a) What is Excel spreadsheet ? What are its main features ? Write steps to add multiple worksheets to a single spreadsheet. 10

- (b) What is the use of (i) Word Art and (ii) Animation in a presentation ? Write down the steps to insert an animation into a presentation. 10

*Or*

- (a) Differentiate between the following :
- (i) Client/server architecture and Peer-to-peer architecture 8
  - (ii) Coaxial cable and Optical fibre 7
- (b) Write shortcut keys for the following steps in MS-Excel : 5
- (i) To go to next cell
  - (ii) To edit a cell
  - (iii) To undo the editing of contents in a cell
  - (iv) To cut cell contents
  - (v) To copy cell contents
4. (a) (i) What incomes are wholly exempted from income tax ? 5
- (ii) What is Dearness Allowance (DA) ? What is the importance of DA in pay structure ? 5

- (b) What is a Payroll Register ? Briefly describe any *one* of the application software available on Internet to manage your payroll system. 10

*Or*

- (a) Why is accounting important ? Explain with example about the need of Journal book and Ledger book. 10
- (b) What is Podcasting ? What are the pros and cons of making podcast ? What are the challenges of podcasting for professional ? 10

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

4×5=20

- (i) Optical Disks
- (ii) iOS and Android
- (iii) Firewalls and its importance in Network security
- (iv) Secondary storage
- (v) Windows Explorer
- (vi) Functions of an Operating System

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