

**DIPLOMA IN PANCHAYAT LEVEL
ADMINISTRATION AND
DEVELOPMENT (DPLAD)
Term-End Examination
June, 2026**

BPR-005 : BASIC COMPUTER LITERACY

Time : 3 Hours

Maximum Marks : 100

Note : (i) *Attempt all questions. All questions carry equal marks.*

(ii) *Answer to question no. 1 and 2 should not exceed 500 words each.*

1. (a) Describe the role of memory in a computer system. What do you understand by the term 'Primary Storage' and 'Secondary Storage'. Compare RAM and ROM, also give characteristics of magnetic tapes and magnetic disks. 20

Or

- (b) Explain the term 'Network Topology'. Also, describe the Star Topology, Ring topology and Bus topology of computer network with suitable diagram. What is the role of Repeater and Router in any computer network ? 20

2. (a) Explain the term 'Trial Balance'. What is the objective of preparing Trial Balance ? Give limitations of Trial Balance. Can we use MS-Excel to create Trial Balance, if yes, then how ? 20

Or

- (b) Explain the basic structure of computer with the help of a suitable block diagram. 20

Note : Your explanation must include role of each component shown in block diagram.

Also, list the features of any *five* Input or Output devices.

3. Differentiate between the following : 20

- (a) Router and Repeater
- (b) FTP and TELNET
- (c) Cache Memory and Registers
- (d) PROM and EPROM

Or

Give characteristics, Advantages and Disadvantages of following transmission medias : 20

- (a) Twisted Pair Cable
 - (b) Co-axial Cable
 - (c) Optical Fiber
 - (d) Wireless medium
4. (a) In MS-Excel, how formulas differ from functions ? Write steps to perform the following : 10
- (i) Create Formulas
 - (ii) Enter functions

- (b) Write steps to perform the following : 10
- (i) Change Date/Time in windows operating system
 - (ii) Installing new printer
 - (iii) Create desktop shortcut
 - (iv) Changing wallpaper
 - (v) Changing screensaver

Or

Briefly discuss the various elements of the PowerPoint Window. Also, discuss the purpose of view button and compare the following types of views in PowerPoint : 20

- (i) Normal view
 - (ii) Slide sorter view
 - (iii) Slide show view
5. Write short notes on the following : 20
- (a) Structure of web address
 - (b) VoIP
 - (c) Goals of Payroll system
 - (d) Journal and its advantages
 - (e) Blogging

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