

Seat No. ~~2021~~

Enrollment No. ~~121110121105~~

THE CHARUTAR VIDYA MANDAL UNIVERSITY
BACHELOR OF PHYSIOTHERAPY – SEMESTER 1
APR 2025 (REGULAR) EXAMINATION

Course Title: Basic computer and information science

Course Code: BPT-106

Total Printed Pages: 02

Date: 09/04/2025

Time: 10:00 am to 11:30 am

Maximum Marks: 40

Instructions:

1. There are total 4 Questions given in this paper.
2. All the answer should be written in the answer book.
3. Marks on the right side suggest the total marks of that question.
4. Draw the figure where necessary.

Q.1. Multiple Choice Questions: (MCQs)

(05 × 1 = 05)

1. What is the purpose of the “Sort” feature in Excel?
 - a) Delete duplicate data
 - b) Apply color formatting
 - c) Organize data in ascending or descending order
 - d) Insert hyperlinks
2. What is the purpose of the “Slide Master” in PowerPoint?
 - a) To add transitions between slides
 - b) To create custom animations
 - c) To design and control slide layouts
 - d) To manage speaker notes
3. What is the purpose of the Slide Show View in Microsoft PowerPoint?
 - a) Merge cells
 - b) Insert multimedia files
 - c) Edit text content
 - d) Present slides in full-screen mode for an audience
4. Which of these formats can you save a PowerPoint presentation as?
 - a) .pptx
 - b) .pdf
 - c) .jpg
 - d) All of the mentioned

5. Which tab in PowerPoint allows you to insert shapes?

- a) View
- b) Home
- c) Insert
- d) Design

Q. 2. Short answers (5 out of 7) (Answer not exceeding 50 words) (5 × 2 = 10)

- a. What is the difference between function and formula in Excel?
- b. What is the use of chart in Excel?
- c. What is the use of Mail merge in Microsoft Office Word?
- d. What is the LAN? What are the uses of a LAN?
- e. What is the MAN? What are the uses of a MAN?
- f. What is the WAN? What are the uses of a WAN?
- g. What are the characteristics of a computer?

Q. 3. Short Notes (3 out of 4) (Answer not exceeding 150 words) (3 × 5 = 15)

- a. What is Storage Device? Give four examples of storage devices.
- b. What is an input device? Give two examples of input devices.
- c. What is an Output device? Give two examples of Output devices.
- d. What is Microsoft PowerPoint, and what is it used for?

Q. 4. Essay (1 out of 2) (1 × 10 = 10)

- a. What is Operating System? Types of Operating System.
- b. What is Word? Explain use of Word.