AF-3018

B.Sc. (Part - I)
Term End Examination, 2017-18

Paper - I

Information Technology

Time : Three Hours]　　　[*Maximum Marks* : 50

Note : Answer **all** questions. All questions carry equal marks.

Unit-I

1. (*a*) What is a computer ? Describe its component with the help of block diagram.

(*b*) Define input and output devices. Write about the types of printer.

OR

(2)

(*a*) Explain the general architecture of computer.

(*b*) Write short notes on the following :
   (*i*) OMR
   (*ii*) Joystick
   (*iii*) Mouse
   (*iv*) OCR
   (*v*) Light Pen

Unit-II

2. (*a*) Explain the five internal and five external command in DOS.

(*b*) What is booting process in DOS ? Explain the types of booting.

OR

(*a*) What do you mean by DOS ? Explain the version of DOS.

(*b*) Write down the steps in creation and execution of batch file in DOS.

Unit-III

3. (*a*) What is Windows ? Explain the installation and upgradation of Windows 7.

(3)

(*b*) What do you mean by Accessories ? Write down the steps to used accessories in Windows operating system.

OR

(*a*) What is an Operating System ? Explain the types of Operating System.

(*b*) Explain the versions of Windows.

Unit-IV

4. (*a*) What is Word Processing ? Explain the features and function in MS Word.

(*b*) Write the steps used to perform mail merge for creating invitation letter to the employees.

OR

(*a*) Write down the steps for the following :

(*i*) Creating table

(*ii*) Adding rows and columns to the table

(*iii*) Adding border to a table

(*b*) What do you mean by Paragraph Formatting ? How you can edit a file using paragraph styles ?

(4)

Unit-V

5. (*a*) What do you mean by function in MS Excel ? Write the syntax of the following functions :

(*i*) sum( )

(*ii*) left( )

(*iii*) len( )

(*iv*) now( )

(*b*) Explain the function of reference operator.

OR

(*a*) What do you mean by Chart ? Write the types of chart.

(*b*) Write down the steps to insert :

(*i*) Pivot Table

(*ii*) Object Linking and Embedding

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