

- Q.13 How does a firewall protect a computer network?
- Q.14 Describe the function of the presentation software in office automation.
- Q.15 What are the benefits of using open-source design tools?
- Q.16 What are the common troubleshooting steps for printer issues?
- Q.17 Explain how to apply filters in GIMP.
- Q.18 What is the role of an IT technician in work-integrated learning?

SECTION-D

Note: Long answer type questions. Attempt any one questions out of two questions. (1x10=10)

- Q.19 Explain the concept of networking, including its types, components, and security concerns.
- Q.20 Discuss the importance of office automation tools in a modern workplace and their applications.

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**1st Sem / DVOC (Level 4 Ref. & Air Cond.,
Auto Servicing, ITM, PT, SD, AMT)**

Subject : IT Tools

Time : 2 Hrs.

M.M. : 50

SECTION-A

Note: Multiple Choice questions. All questions are compulsory. (5x1=5)

- Q.1 Which of the following is an output device?
- a) Keyboard b) Mouse
- c) Printer d) RAM
- Q.2 What is the primary function of an operating system?
- a) running application software
- b) managing hardware resources
- c) providing security
- d) all of the above

Q.3 Which of the following is NOT a network security tool?

- a) firewall
- b) antivirus
- c) Spreadsheet
- d) intrusion detection system

Q.4 Which shortcut key is used to save a document in MS Word?

- a) ctrl + C b) ctrl + V
- c) ctrl + S d) ctrl + P

Q.5 What does GIMP stand for?

- a) General image manipulation program
- b) GNU image manipulation program
- c) Graphical interface media program
- d) GNU internet management program

SECTION-B

Note: Objective type questions. All questions are compulsory. (5x1=5)

Q.6 What is the purpose of Safe Mode in an operating system?

Q.7 Name two types of network security threats.

Q.8 What is the function of the SUM formula in a spreadsheet?

Q.9 What is the purpose of layers in GIMP?

Q.10 How can you fix a slow computer?

SECTION-C

Note: Short answer type questions. Attempt any six questions out of Eight questions. (6x5=30)

Q.11 Explain the importance of an operating system in a computer.

Q.12 What are some safe practices on social networking sites?