

- 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.

No. of Printed Pages : 4
Roll No.

**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?