DVOC (Level 4)
Sem / Trade
Subject : IT Tools-I

Time : 2 Hrs.   M.M. : 50

SECTION-A

Note: Very short questions. Attempt all ten questions.

(10x1=10)

Q.1   Define word processing.

Q.2   Information that comes from an external source and is fed into computer software is called_____ (Input/Output)

Q.3   What is the extension of excel file

Q.4   Define Virus

Q.5   A word document file is saved with extension of_____.

Q.6   Extension of powerpoint file is_____.

Q.7   What is meant by kernel.

Q.8   LAN stands for_____.

Q.9   Intersection of Row and a column in Excel is called a _____.

Q.10 Is scanner a part of hardware? (True/False).

SECTION-B

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

Q.11 Describe the hardware requirements of computer system.

Q.12 Write a short note on safe practices on social networking.

Q.13 What do you mean by Firewall and what are the benefits of using a firewall in a computer network

Q.14 What are the functions of Operating system. Also name three operating system.

Q.15 Differentiate between Hard copy and Soft copy.

Q.16 Explain the various formatting tools available in `Word" to format the document with examples.

Q.17 What do you understand by presentation and slide.

Q.18 What do you mean by formatting? How will you format a cell in excel.

SECTION-C

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

Q.19 Define I/O devices. Explain any five input and five output devices used with computer system.

Q.20 Write note on the following
   a)   Network Security tools and services
   b)   Cyber Security