

## SECTION-B

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

- Q.11 Differentiate between hardware and software.
- Q.12 How pictures can be imported in multi media design. Describe briefly.
- Q.13 Write a short note on cyber security.
- Q.14 What are the functions of Operating system. Also name three operating systems.
- Q.15 Write down various commonly encountered problems that occur in a computer system.
- Q.16 What is the use of presentation and write steps of creating it.
- Q.17 Explain the components of computer system.
- Q.18 Write a short note on safe practices on social networking.

## SECTION-C

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

- Q.19 Describe the office automation tools in detail-spreadsheet and word processing.
- Q.20 Define the term networking. Also write short note on Networking security tools and services.

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

**Subject : IT Tools**

Time : 2 Hrs.

M.M. : 50

## SECTION-A

**Note:** Very short answer type questions. All questions are compulsory (10x1=10)

- Q.1 What is the extension of word file?
- Q.2 Devices that allow you to put information into the computer. (input/Output)
- Q.3 Give one example of Hardware.
- Q.4 The main circuit board in the system unit is also called the \_\_\_\_\_ (Chipboard / Motherboard)
- Q.5 GUI stands for \_\_\_\_\_
- Q.6 Define operating system.
- Q.7 Name any one office automation tool.
- Q.8 Troubleshooting means \_\_\_\_\_
- Q.9 LAN stands for \_\_\_\_\_
- Q.10 Name any two social networking websites.