

SECTION-B

Note: Short answer type questions. Attempt any six questions out of eight questions. $(6 \times 5 = 30)$

- Q.11 What are the characteristics of computer?
- Q.12 Write down the various applications of MS-Word.
- Q.13 Differentiate between RAM and ROM.
- Q.14 What is network security and why it is required?
- Q.15 Differentiate between SAVE and SAVEAS option.
- Q.16 Mention some of the features of powerpoint.
- Q.17 Give any five tips to be safe on Social Media.
- Q.18 What are the main functions of operating system?

SECTION-C

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

- Q.19 Define the term networking. Also write short note on network security tools and services.
- Q.20 What do you mean by spreadsheet. Write down the steps in creating a spreadsheet. How you can edit data in spreadsheet? Explain.

No. of Printed Pages : 2

Roll No.

188533

Level 4 / 1st. Sem. / DVOC

Medical Imaging Tech., Food Processing, EMS

Subject : IT Tools - I

Time : 2 Hrs.

M.M. : 50

SECTION-A

Note: Very short answer type questions. All questions are compulsory $(10 \times 1 = 10)$

- Q.1 Mention the use of internet.
- Q.2 The term used to define all input and output devices in computer system is _____. (Hard/Software)
- Q.3 What is the extension of excel file.
- Q.4 Define network.
- Q.5 What is meant by Blank Presentation.
- Q.6 Mention the use of MS excel.
- Q.7 Three parts of CPU are _____, _____ and _____
- Q.8 Define header and footer.
- Q.9 GUI stands for _____.
- Q.10 _____ is the latest operating system by Microsoft.