DVOC (Level 3)
Sem / Trade
Subject : IT Tools

Time : 2 Hrs.   M.M. : 50

SECTION-A

Note: Very short questions. Attempt all ten questions.
(10x1=10)

Q.1   What is hardware?

Q.2   What is meant by kernel?

Q.3   Name any two social networking websites.

Q.4   What is the extension of excel file?

Q.5   The main circuit board in the system unit is also called the_____(Chipboard/Motherboard)

Q.6   Troubleshooting means_____.

Q.7   Define Virus.

Q.8   Devices that allow you to put information into the computer. (Input/Output).

Q.9   Is scanner a part of hardware? (True/False)

Q.10 Which key is used to start a slide show of a presentation.

SECTION-B

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

Q.11 Write a short note on cyber security.

Q.12 How can we create and handle multiple layers in any open source design tool. Give example for the same.

Q.13 Explain the various formatting tools available in "Word" to format the document with examples.

Q.14 Define operating system . Also differentiate between time sharing and real time operating system.

Q.15 Explain any five advantages and disadvantages of social networking.

Q.16 What do you understand by presentation and slide

Q.17 Write a short note on GIMP.

Q.18 Write a short note on safe practices on social networking.

SECTION-C

Note: Long answer 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 I/O devices. Explain any five input and five output devices used with computer system.