TDC Odd Semester (CBCS) Exam., 2018

B.VOC. (Information Technology)

(1st Semester)

Course No. : BVO–GE–101

(Communicative English)

Full Marks : 70
Pass Marks : 28

Time : 3 hours

_The figures in the margin indicate full marks
for the questions_

Answer **all** the questions

UNIT—I

1. *(a)* Write a note on the meaning and nature of communication and point out the essentials of effective communication.   10

Or

(b) Explain listening, speaking, reading and writing as skill of communication.   10

2. Write a short note on any *one* of the following with illustrative examples :   7

   (a) Gestures and body language

   (b) Two-way communication

         (*Turn Over*)

UNIT—II

3. (a) Discuss the art of speaking a language with fluency and clarity. 10

   Or

   (b) Write a personal letter to your father explaining the advantages and disadvantages of using social media. 10

4. (a) Write an application for the job of a software engineer in a multinational company. 8

   Or

   (b) Prepare a newspaper report on a theft committed in your area. 8

   Or

   (c) Write a short note on the art of effective public speaking. 8

UNIT—III

5. (a) Shivaji Builders, an Infrastructure Development Company in Pune, has advertised for the post of a Project Manager. Write an application for the post along with your qualifications and experience. 10

Or

   (b) Write a press release reporting a Swachch Bharat Abhiyan undertaken by your institution company. 10

6. (a) Write a short report for a newspaper about the polio eradication measures adopted by your local health centre. 8

   Or

   (b) Write a notice for the college notice board announcing a football match to be organized on the occasion of National Sports Week. 8

UNIT—IV

7. (a) Write a comprehensive note on the presentation skills. 10

   Or

   (b) Write an essay on effective speech and self-presentation with reference to the interview process. 10

8. Write a short note on any *one* of the following : 7

   (a) Preparation for interviews

   (b) Presentation skills in interviews

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TDC Odd Semester (CBCS) Exam., 2018

B. VOC. (Information Technology)

(1st Semester)

Course No. : BVO–GE–102

(Fundamentals of Computer)

<u>Full Marks</u> : 70
<u>Pass Marks</u> : 28

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

Answer **four** questions selecting **one** from each Unit.

UNIT—I

1. *(a)* Explain briefly about data, information, information technology (IT) and information communication technology (ICT). Why is IT regarded as ubiquitous technology in 21st Century? Briefly mention few application areas. 4+4+1=9

   (b) Define computer in terms of functional block diagram of a computer system and explain about processor and primary memory functional block. 3+6=9

2. Explain briefly the following :

   (a) Input devices and output devices with suitable example.

   (b) Why is RAM considered as volatile memory?

   (c) Contribution of Alan M Turning in reference to history of computing.

   8+2+8=18

UNIT—II

3. (a) What is storage device? 1

   (b) Write short notes on the following :

   2+3+2+2+2+2+3=16

   (i) Floppy drive

   (ii) Hard disk

   (iii) Optical media

   (iv) CD-ROM

   (v) CD-RW

   (vi) DVD-ROM

   (vii) Recordable DVD

4. Define software. Explain briefly about application software and system software. Why do we need 'custom-made software'?

   2+12+3=17

UNIT—III

5. (a) What is data processing? How is data transformed into information? 2+8=10

   (b) Write short notes on the following : 4+4=8

   (i) Microprocessor

   (ii) Extending the processor's power to other devices

6. (a) How do we represent a data in a computer? How many types of number system representations are there in computer? Mention all the types. Explain only one-number system representation. 1+1+2+6=10

   (b) Convert the given binary numbers into decimal : 2×2=4

   (i) 11100

   (ii) 10101

   (c) Convert the given decimal numbers into binary : 2×2=4

   (i) 329

   (ii) 124

(4)

UNIT—IV

7. *(a)* What do you mean by world wide web (WWW)? What are the purposes of using WWW?   2+5=7

   (b) What is electronic mail (e-mail)? Write the advantages and disadvantages of e-mail.   2+8=10

8. *(a)* What are the differences between flow chart and algorithm?   7

   (b) Write an algorithm and draw the flowchart to find out the largest of three numbers.   10

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TDC Odd Semester (CBCS) Exam., 2018

B. VOC. (Information Technology)

(1st Semester)

Course No. : BVO–GE–103

(Office Tools and Applications)

Full Marks : 70
Pass Marks : 28

Time : 3 hours

*The figures in the margin indicate full marks
for the questions*

Answer **four** questions selecting **one** from each Unit.

UNIT—I

1. *(a)* Discuss editing documents in MS-Word
with respect to the following : 6

    (i) Finding text

    (ii) Replacing text

    (iii) Manual grammar and spell check

    (b) What is the difference between cut and
copy commands? 3

　　　　　　　　　　(Turn Over)

(c) Write the procedures of the following :

3+3+3=9

(i) To insert WordArt

(ii) To insert header and footer

(iii) To make column of the text in an MS-Word file

2. *(a)* Write the step-by-step procedure of left aligning, centering, right aligning and justifying text. 10

(b) Write the procedure for bulleting and numbering the text given below : 8

Microsoft Office consists of

MS-Word
MS–Excel
MS-Access
MS-PowerPoint
MS-Outlook

UNIT—II

3. *(a)* Define the following terms : 2×4=8

(i) Worksheet

(ii) Workbook

(iii) Cell

(iv) Active cell

(b) What is the difference between 'Save' and 'Save As'? Write the complete procedure for saving an Excel sheet.

3+7=10

4. *(a)* What is data validation? List few ways of data validation in Excel. Write down the procedure of giving validation rule in Excel. 1+3+5=9

(b) Write the differences between absolute addressing and relative addressing. Explain the proper syntax and example of 'If' function in MS-Excel. 5+4=9

UNIT—III

5. *(a)* Write short notes on the following : 2×4=8

(i) Database

(ii) Database Management System (DBMS)

(iii) Relational Database Management System (RDBMS)

(iv) Primary key

(b) What are the major objects of MS-Access database? Explain any two of them. 3+6=9

6. (a) Write the step-by-step procedure to apply sorting in MS-Access query.   7

(b) Write the procedure to create mailing labels with the wizard in MS-Access.   10

UNIT—IV

7. Answer the following questions :

(a) What is Microsoft PowerPoint?

(b) Write the steps to create a new presentation using template.

(c) Write the steps to insert new slide in a presentation.

(d) Write the steps to change the background color of a slide.

(e) How to set the slide transition time?

(f) Write the steps to insert header and footer in slides of a presentation.

2+3+3+3+3+3=17

(Continued)

8. Answer the following questions :

(a) Write the steps to insert pictures, movies and tables in a presentation.

3+3+3=9

(b) Write the step-by-step procedure to apply animation in a presentation with the following effects :   8

Change the speed of the effect
Change the starts of the effect
Set the time between animation effect.

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