TDC Odd Semester Examination, November, 2017

Bachelor of Vocation (B.Voc)

Subject : Information Technology
(1st Semester)

Paper No. : GE-102
(Fundamentals of Computers)

Full Marks : 70
Pass Marks : 28
Time : 3 hours

The figures in the margin indicate full marks for the questions.
Answer four questions, taking ONE from each UNIT

UNIT-I

1. What is computer system? What are the main components of computer system? Explain all components of computer system with example. 2+1+15=18

2. (a) What is computer hardware? 2

   (b) What are the various input devices of computer? 2

   (c) Write short note on : 4x3=12
   (i) Mother Board.
   (ii) Data Projector
   (iii) Printer

   (d) What is the full form of ASCII. 2

UNIT-II

3. (a) Write short notes on : 5x2=10
   (i) Storage device
   (ii) Software

(b)   What is computer network and why it is useful?

                                        2+5=7

4.   (a)   What are the basic component required to setup a computer network? Explain how does switch work?

                                        2+5=7

      (b)   What is system software?   2

      (c)   What are different basic categories of computer network? Explain with example.   8

UNIT-III

5.   (a)   What is data and what is information?   2+2=4

      (b)   Explain briefly how computer process data?   5

      (c)   What effect the processing speed of computer?   5

      (d)   What are the main purpose of operating system? Explain various function of operating system? 2+2=4

6.   What is operating system? What are the different types of operating systems explain all briefly.   2+1+15=18

UNIT-IV

7.   (a)   What is internet? What are the major services provided by the internet?   2+5=7

      (b)   What is an algorithm? Write an algorithm to swap two numbers.   2+5=7

8.   (a)   What is flow chart? Explain all symbols used in flowchart with neat sketch.   2+5

      (b)   Write an algorithm and draw the flow chart for calculating factorial of a given number.   10

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TDC Odd Semester Exam., 2017

VOCATIONAL COURSE (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 formatting documents in MS-Word with respect to the following : 6

    (i) Font style

    (ii) Paragraph style

    (iii) Bullets and numbering

(*Turn Over*)

(b) Discuss tables in MS-Word with respect to the following : 12

   (i) Creating tables

   (ii) Borders and alignments of tables

   (iii) Merging, splitting in tables

2. Explain the following w.r.t. MS-Word :

                    3+5+5+5=18

(a) Importing and exporting documents

(b) Formatting page and setting margins

(c) Equations and symbols

(d) Clip arts and pictures

UNIT—II

3. *(a)* What is a spreadsheet? 3

(b) Explain the following : 5+5+5=15

   (i) Spreadsheet addressing

   (ii) Setting formula in a spreadsheet

   (iii) ABS, AGGREGATE, ADDRESS formulae in MS-Excel

4. *(a)* Explain the following formulae : 2×7=14

   (i) DAYS360

   (ii) FLOOR

   (iii) IF ERROR

   (iv) IFNA

   (v) LEN

   (vi) TRUNC

   (vii) V LOOK UP

(b) How is sorting done in a spreadsheet? 4

UNIT—III

5. *(a)* Discuss the following : 3×4=12

   (i) Adding a table to an existing database

   (ii) Adding data to an existing table

   (iii) Creating a new database

   (iv) Editing and deleting records

(b) What are reports in Access? Explain. 5

6. *(a)* Discuss how to—

   (i) create a select query;

   (ii) create a make table query;

   (iii) create an append query. 3×3=9

(b) Discuss finding, filtering and formatting data in Access. 8

(4)

7. *(a)* What are presentation templates? Discuss some presentation templates.   9

   (b) Discuss how to add graphics to a presentation.   8

8. Write short notes on the following :   6+6+5=17

   (a) Adding effects to a presentation

   (b) Formatting a presentation

   (c) Setting presentation style and adding text to presentation

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TDC Odd Semester Exam., 2017

VOCATIONAL COURSE

(Information Technology)

(1st Semester)

Course No. : BVO-GE-101

(Communicative English—I)

Full Marks : 70
Pass Marks : 28

Time : 3 hours

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

UNIT—I

1. *(a)* What are the four basic skills of communication? Differentiate between formal and informal communication.

$$2+8=10$$

Or

(b) Write an essay on verbal and non-verbal modes of communication with suitable examples. 10

(Turn Over)

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

(a) Group communication

(b) Barriers to communication

UNIT—II

3. (a) Write an essay on the mechanisms of effective oral communication with particular reference to clarity, fluency, pronunciation, stress and intonation. 10

Or

(b) Write a personal letter to your younger brother or sister about the advantages and disadvantages of using a smart phone as a student. 10

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

(a) Public speaking

(b) Report writing

(c) Job application

UNIT—III

5. (a) S. P. Associates, an Infrastructure Development Company in Delhi, is looking for project managers for their construction sites. Write an application for the post mentioning why you are suitable for the job. 10

Or

(b) The company you work for has recently launched a computer training programme for the poor and young students of the locality. Write a Press Release on behalf of your company for publicity in the newspapers. 10

6. (a) Write a short report for a newspaper about the plantation drive recently undertaken at your college. 8

Or

(b) Write a notice for the College Notice Board announcing a cricket match to be organized on the occasion of National Sports Week. 8

UNIT—IV

7. (a) Write an essay on the interview process. How will you prepare for an interview? 10

Or

(b) Write an essay on the presentation skills required in an interview. 10

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

(a) Body language in interviews

(b) Self-presentation in interviews

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TDC Odd Semester Exam., 2017

VOCATIONAL COURSE (Information Technology)

(1st Semester)

Course No. : BVO-SC-102

Skill Lab (Window OS, Internet Hardware, Assembling)

Full Marks : 70
Pass Marks : 28

Time : 3 hours

The figures in the margin indicate full marks for the questions

1. Perform any *two* of the following experiments :   20×2=40

   (a) Write down and execute the steps to install windows operating system by creating four hard drives, in the system.

   (b) Write down and execute the steps to install an antivirus and perform the following scans :

   (i) Boot time system scan

   (ii) Hard drive scan other than C

   (iii) Pendrive scan

(Turn Over)

(c) Write down and execute the steps to assemble a printer followed by installation of driver and customize printing settings.

(d) Write down and perform the steps to execute the following web browser settings :

   (i) Accessing and deleting previous history

   (ii) Customize the home page URL

   (iii) Block a particular URL

2. Laboratory Notebook   10

3. Viva voce   20

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