



AF-3018

B.Sc. (Part - I)
Term End Examination, 2017-18

Paper - I

Information Technology

Time : Three Hours] [*Maximum Marks* : 50

Note : Answer **all** questions. All questions carry equal marks.

Unit-I

1. (a) What is a computer? Describe its component with the help of block diagram.
- (b) Define input and output devices. Write about the types of printer.

OR

(2)

- (a) Explain the general architecture of computer.
- (b) Write short notes on the following :
 - (i) OMR
 - (ii) Joystick
 - (iii) Mouse
 - (iv) OCR
 - (v) Light Pen

Unit-II

- 2. (a) Explain the five internal and five external command in DOS.
- (b) What is booting process in DOS ? Explain the types of booting.

OR

- (a) What do you mean by DOS ? Explain the version of DOS.
- (b) Write down the steps in creation and execution of batch file in DOS.

Unit-III

- 3. (a) What is Windows ? Explain the installation and upgradation of Windows 7.

(3)

- (b) What do you mean by Accessories ? Write down the steps to used accessories in Windows operating system.

OR

- (a) What is an Operating System ? Explain the types of Operating System.
- (b) Explain the versions of Windows.

Unit-IV

4. (a) What is Word Processing ? Explain the features and function in MS Word.
- (b) Write the steps used to perform mail merge for creating invitation letter to the employees.

OR

- (a) Write down the steps for the following :
- (i) Creating table
 - (ii) Adding rows and columns to the table
 - (iii) Adding border to a table
- (b) What do you mean by Paragraph Formatting ? How you can edit a file using paragraph styles ?

(4)

Unit-V

5. (a) What do you mean by function in MS Excel ? Write the syntax of the following functions :
- (i) sum()
 - (ii) left()
 - (iii) len()
 - (iv) now()
- (b) Explain the function of reference operator.

OR

- (a) What do you mean by Chart ? Write the types of chart.
- (b) Write down the steps to insert :
- (i) Pivot Table
 - (ii) Object Linking and Embedding
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