

# FUNDAMENTALS OF INFORMATION TECHNOLOGY AND MS-OFFICE-BAP-101

## Semester - I

Time Allowed : Three Hours]

[Maximum Marks : 45

Note : Candidates are required to attempt *any* questions each from Section A and B of the question paper and the entire Section C. Use of non-programmable scientific calculator is allowed. All questions carry equal marks.

### Section - A

1. What do you mean by computer generation ? Discuss various types of computer generations giving their relative advantages and disadvantages. 9
2. What do you mean by machine language ? How it is different from assembly language ? Give advantages and disadvantages of machine language over assembly language. 9
3. Elaborate the working of floppy disk. 9
4. What do you mean by output devices ? List various output devices you are familiar with. Explain any two output devices in detail. 9

### Section - B

5. Where are the advantages of MS-WORD ? Explain the mail-merge feature of MS-WORD in detail. 9
6. (a) What are the various methods of deleting character, word, line, paragraph from a document ? 9
- 4.5 (b) What is the use of headers and footer in a Word document ? How page number can be inserted in the headers and footers ? 4.5
7. What is MS Power Point ? List various elements of Power Point package. Briefly discuss each. 9
8. Explain in detail the presentation capabilities of Power Point package, giving special reference to graphics. 9

### Section - C

9. Write on the following in short :
  - (a) What are the limitations of computers ? 1.5
  - (b) Difference between ROM and EPROM. 1.5
  - (c) Convert octal number (754) into decimal number. 1.5

- (d) What do you mean by spell checking ? How words can be added to dictionary ? 1.5**
- (e) What do you mean by keyboard shortcuts ? List any four keyboards shortcuts. 1.5**
- (f) How to import and export files from MS Power Point to MS-WORD ? 1.5**
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