Roll No. ⎢⎢⎢⎢⎢⎢⎢⎢⎢⎢⎢⎢⎢   **Total No. of Pages : 02**

Total No. of Questions : 09

B.Voc. (E&IT)   **(Sem.–1)**
BASIC IT SKILLS
Subject Code : BVET-104-20
M.Code : 79141
Date of Examination: 12-01-2023

Time : 3 Hrs.   **Max. Marks : 60**

INSTRUCTIONS TO CANDIDATES :
1. **SECTION-A is COMPULSORY consisting of TEN questions carrying TWO marks each.**
2. **SECTION-B contains FIVE questions carrying FIVE marks each and students have to attempt any FOUR questions.**
3. **SECTION-C contains THREE questions carrying TEN marks each and students have to attempt any TWO questions.**

SECTION-A

1) **Write briefly :**

   a) Differentiate between software and hardware.

   b) List the purpose of primary memory.

   c) Name three input devices.

   d) Define a motherboard.

   e) What is the need of an operating system?

   f) Explain the purpose of spreadsheet software.

   g) What is the role of mail-merge in word processing?

   h) What do you mean by Immediate Payment system?

   i) What is smart card?

   j) How do perform filtering in spreadsheet?

SECTION-B

2) What is the use of barcode reader? Explain in detail.

3) List and explain five ports and interfaces available on the backside of the computer to connect the devices.

4) Why it is difficult to write a program in machine language? Explain.

5) Explain the role of digital cash in payment system.

6) How to create and use formulas in spreadsheet? Explain along with an example.

SECTION-C

7) Write a short note on functional units of computer system.

8) What are macros in word processing? How to create macros in word document? Explain in detail.

9) Write a note on impact of Computing and the Internet on society.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.