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Total No. of Pages : 02

Total No. of Questions : 18

B.Voc. (Web Technologies & Multimedia) (2019 Batch) (Sem.-1)

**BASIC IT SKILL**

Subject Code : BVWM-104-19

M.Code : 77172

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**

Answer briefly :

Q1. What is the difference between Hardware and Software?

Q2. What are header and footer? How are they put in document?

Q3. What is Control Panel?

Q4. What is the difference between System and Application software?

Q5. What the difference is between save and save as?

Q6. What is Booting Process?

Q7. Explain System Bus.

Q8. What is ROM?

Q9. Write various features of PowerPoint.

Q10. Write steps to sort data in a Spreadsheet.

## SECTION-B

- Q11. What is a wizard? How is it different from template?
- Q12. What is the difference between a ROM and RAM?
- Q13. Explain the main functions performed by the system software of a computer system.
- Q14. What is Justification? Explain briefly the ways a paragraph in a MS-Word document can be justified.
- Q15. Explain Electronic Payment system in Detail.

## SECTION-C

- Q16. Draw a block diagram of a computer. Explain the function of each of the blocks.
- Q17. Write short note on :
- a) What is Macro in MS-Word? What are its features? How can we insert Macros in a document?
  - b) What is cell reference? Explain its advantages.
- Q18. What is E-Commerce? What are its advantages and disadvantages?

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.