

Roll No.

Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Hardware and Networking) (Sem.-1)

BASIC IT SKILLS

Subject Code : BVHN-104-18

M.Code : 75804

Date of Examination : 17-01-23

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. Answer briefly :

- With examples, clarify difference between “Data”, “Information” and “Knowledge”.
- What you mean by ‘volatile memory’?
- Give full form of the acronyms EPROM and EEPROM.
- Draw clean and labeled diagram of Input/output devices with CPU.
- How an alphabet display on computer display when you press the same on keyboard?
- Briefly discuss “mail-merge”?
- How will you insert mathematical expressions in a word-processing document?
- What is “E-commerce”?
- Which tool is used to prepare presentation and how?
- Differentiate the working of OMR and OCR.

SECTION-B

2. Explain working of Keyboard controller and Mouse.
3. Explain how the scanner scan and save data into various formats on computer storage.
4. Discuss how an application program process and store data during a data processing task?
5. What do you mean by Object-Linking and Embedding? How images and graphical charts from other applications are into word-document.
6. Discuss various features of Spreadsheet tool used to perform arithmetic and statistical operations on data.

SECTION-C

7. What is Thesaurus in a word-processing software? How it is useful and used in document editing process?
8. How internet works? What are major challenges in today's digitally interconnected world.
9. **Write short notes on:**
 - a) System Software with its one example.
 - b) Application software with its one example.

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.