OBJECTIVE

Part-A

Q No. 1 Choose the correct answer and encircle it. (13x1) = 13

(i) Joy stick is a device used for:
   (a) Input       (b) Output       (c) Storage       (d) None of these

(ii) CPU is:
     (a) Central Power Unit       (b) Control Power Unit
     (c) Central Processing Unit   (d) Control Processing Unit

(iii) ALU is a part of:
      (b) Monitor       (b) Hard Disk       (c) CPU       (d) None of these

(iv) DOS is:
     (a) Double Operating System       (b) Disk Operating System
     (c) Disk Operating Storage        (d) Disk Opening System

(v) F1 Key is used for:
     (a) Tutorial       (b) File one       (c) Help       (d) Shut Down

(vi) Tab is found in the menu in MS Word:
     (a) Edit       (b) Format       (c) View       (d) Tools

(vii) For checking the spelling which key is used:
      (a) F3       (b) F4       (c) F7       (d) F1

(viii) Fonts can be formatted by use of:
       (a) Standard Tool Bar       (b) Menu       (c) Alt + D       (d) All of these

(ix) Cell is a combination of:
     (a) Row and Column       (b) Keys and Menus
     (c) Tools and Tabs       (d) Windows and Menus

(x) Excel is used for:
     (a) Formula       (b) Spread Sheets       (c) Calculation       (d) All of these

(xi) Data can be presented in Excel in the form of:
     (a) Picture       (b) Charts       (c) Maps       (d) Sounds

(xii) Max function is used to find:
      (a) Minimum       (b) Mixing       (c) Maximum       (d) Middle

(xiii) Which is a function in Excel?
       (a) Time       (b) Sum       (c) If       (d) All of these
Model Paper “Business I.T.-I”
For D.Com-I Annual Examinations 2012 & Onward

SUBJECTIVE

Part-B

Time: 02:00 HoursMarks: 47

SECTION-I

Q No.2 Write the short answer to any Thirteen (13) from the following questions. (13 x 2) = 26

(Part-A)
(i) Define information technology.
(ii) Define data.
(iii) Define information.
(iv) Write the different types of data.
(v) Write a short note on CUP.
(vi) Write a note on DIR command.
(vii) Write a note on desktop of windows.

(Part-B)
(viii) Explain menu in MS-Word.
(ix) What any two types of Toolbars are used in MS-Word?
(x) Explain Cut, Copy and paste in MS-Word.
(xi) Describe bullets and numbering in MS-Word.
(xii) How documents are printed in MS-Word?
(xiii) What is spell check explains with reference to MS-Word?
(xiv) How table is inserted in MS-Word?

(Part-C)
(xv) How to open an Excel spread sheet?
(xvi) What is undo and redo in Excel?
(xvii) Write a note formula?
(xviii) What is the difference between function & formula?
(xix) What is Chart & Explain with reference to Excel?
(xx) What is if function?
(xxi) What is data sorting?
(xxii) What are header & footer?

SECTION-II

Note: Attempt any three (3) questions: (3x7) =21

Q No.3 a) Differentiate data and information. (3)
b) Write a note on Windows. (4)

Q No.4 a) Write a note cut, copy and paste with reference to MS-Word. (3)
b) Explain is process of Printing & Page Setup in MS-Word. (4)

Q No.5 a) What is bullet & numbering is MS-Word. (3)
b) Write a note on column and drop cap in MS-Word. (4)

Q No.6 a) How to create and save a worksheet in MS-Excel (3)
b) Write note formatting an Excel sheet. (4)