

**Model Paper “Business I.T- I”
For D.Com-I Annual Examinations 2012 & Onward**

Roll No. _____

OBJECTIVE

Part-A

Time: 30 Minutes

Marks: 13

Note: This part is compulsory. It should be attempted on the Question Paper & returned to the Supervisory Staff after the prescribed time Cutting, overwriting and use of lead pencil is not allowed. Supervisory staff is requested to attach it with the answer book.
(Only English version)

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:
(a) 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

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SUBJECTIVE

Part-B

Time: 02:00 Hours

Marks: 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)