DD-110

December-2013

5 Years MBA Integrated (KS) FY MBA

Introduction to Information Technology

Time : 3 Hours]   **[Max. Marks : 100**

Instruction :   Use of any type of calculator is strictly prohibited.

1.   (A)   Answer the following : (any **five**)   **10**
    - (1)   What is personal computer ?
    - (2) $(10101)_2 = (?)10$ Note : Show calculation.
    - (3)   What do you mean by the terms "FIRMWARE" and "LIVEWARE" ?
    - (4)   List out four different versions of Microsoft windows operating system.
    - (5)   Computer has no emotions. True or False ? Justify your answer.
    - (6)   List four applications of computer.
    - (7)   Write use of shift key and control (ctrl) key of keyboard.

    (B)   Answer the following : (any **two**)   **10**
    - (1)   What is a window ? Which are the attributes of a typical window ? Explain all the attributes.
    - (2)   How to move files from one location to another location with the help of key board and mouse ?
    - (3)   Explain desktop screen of computer.

2.   Answer the following : (any **two**)   **20**
    - (A)   Write a short note on Computer Organization with neat diagram.
    - (B)   How to create, save, copy, open and close any word document ? Write all the required steps with explanation.
    - (C)   How to convert normal text into bold and italic text ? Also, how can we underline any text and change font type, font size of any text ? How many types of text alignment are there ? Explain all of them.

3.   (A)   Explain following Excel functions with the help of examples. (any **five**)   **10**
    - (1)   SUM
    - (2)   NOW
    - (3)   INT
    - (4)   MAX
    - (5)   RATE
    - (6)   COUNT

(B) Answer the following : (any **one**)   **10**
    (1) What is a range in excel ? Can we define a name of range in excel ? Yes or no ? If yes then how can we define a range in excel ? Define absolute cell reference and relative cell reference with example.
    (2) How auto filter and advance filter options are used in excel ? In how many ways we can sort the data in excel ?

4. (A) What is a need to create a presentation ? How we can create presentation in Microsoft office PowerPoint 2010 ? In which form presentation is created ? What is a difference between the normal word document and PowerPoint presentation ? Which output devices are used to represent presentation ?   **10**

    (B) What kind of things we can insert in the presentation slides ? List all the types of files which we can insert into the presentation slides with single line description of them.   **10**

5. Answer the following : (any **two**)   **20**
    (A) Define following : (any **five**)
        (1) LAN
        (2) Animation
        (3) Web Browser
        (4) URL
        (5) Graphics
        (6) Primary Key

    (B) What do you mean by Database Management System ? Which tool of Microsoft office is used for creating and maintaining a database ? List out four main objects of database and explain each in detail.

    (C) From the following information, create the database.
        Create forms for all tables. And also create query of students who are in division C.
        Student (<u>RollNo</u>, Div, Address, Contact)
        Attendance (<u>Date</u>, RollNo, Div)
        Assignments (<u>AssignmentID</u>, RollNo, Assignment1, Assignment2, Assignment3, Total)
        MSE_Marks (<u>MSE SeatNo</u>, RollNo, Sub1, Sub2, Sub3, Sub4, Sub5, Sub6, Sub7, Total)
        SEE_Marks(SEE SeatNo, RollNo, Sub1, Sub2, Sub3, Sub4, Sub5, Sub6, Sub7, total)
        Final (SeatNo, RollNo, Assignment_Marks, MSE_Marks, SEE_Marks, Percentage)

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