

Seat No. : _____

N32-113

December-2014

F.Y. MBA, (KS) (Integrated)

Introduction to Information Technology

Time : 3 Hours]

[Max. Marks : 100

Instruction : Use of any kind of calculator is prohibited.

1. Answer following : (Any **four**) **20**

(1) $(111010)_2 = (?)_8$ and $(D9)_{16} = (?)_{10}$

(2) Define and give single use of these tools : Notepad, Windows media player, Paint, Games, and Calculator.

(3) Explain following DOS commands with an example :

(i) dir (iv) mkdir

(ii) prompt (v) rmdir

(iii) mv

(4) What is Disk Operating system (DOS) ? What are hidden files ? How to hide or unhide any file with the help of DOS command ?

(5) What is task bar ? What options are available in task bar ? List all options.

2. (A) Explain functional organization of computer with neat diagram. **10**

(B) Explain Page Layout menu of Microsoft office word. **10**

OR

Write steps for following from Microsoft office word :

(i) To insert Textbox, To colour the border same text box

(ii) To insert table ?

(iii) To change font color, font type, font size.

(iv) To insert Numbering and bullets.

(v) To insert Equations and Symbols like : $A^2 + 2AB + B^2 = (A+B)^2$

3. Answer following : (Any **two**)
- (A) Write a short note on Mathematical functions of Excel. Explain any four with an example. **10**
 - (B) How many sorting and filtering options are available in Excel ? What is use of chart in Excel ? What is a difference between pie chart and column chart ? **10**
 - (C) Explain Home menu of Microsoft office Excel 2010. **10**
4. (A) Explain desktop screen of Power Point 2010. **10**
- (B) Explain Insert menu of PowerPoint 2010. **10**
5. Answer following : (Any **four**) **20**
- (i) What is an internet ? Why internet is called Spider's web ? What is a Web Browser ? Name any three popular web browsers. What is an Email ?
 - (ii) What is a Form ? What is use of Form wizard in Microsoft Access ?
 - (iii) What is the difference between Microsoft office excel and Microsoft office access ?
 - (iv) What is a Database ? How many database views are available when we create a database to store a data ? Explain any one database view with an example. What is primary key ? How can we identify the primary key in a table ?
 - (v) Define Computer networks. How many network types exist ? Differentiate those network types.
-