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Total No. of Pages : 02

Total No. of Questions : 18

B.Voc. (Web Technologies &amp; Multimedia) (2019 Batch) (Sem.-1)

**BASIC IT SKILL**

Subject Code : BVWM-104-19

M.Code : 77172

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****Answer briefly :**

- Q1. What is the difference between Hardware and Software?
- Q2. What are header and footer? How are they put in document?
- Q3. What is Control Panel?
- Q4. What is the difference between System and Application software?
- Q5. What the difference is between save and save as?
- Q6. What is Booting Process?
- Q7. Explain System Bus.
- Q8. What is ROM?
- Q9. Write various features of PowerPoint.
- Q10. Write steps to sort data in a Spreadsheet.



**SECTION-B**

Q11. What is a wizard? How is it different from template?

Q12. What is the difference between a ROM and RAM?

Q13. Explain the main functions performed by the system software of a computer system.

Q14. What is Justification? Explain briefly the ways a paragraph in a MS-Word document can be justified.

Q15. Explain Electronic Payment system in Detail.

**SECTION-C**

Q16. Draw a block diagram of a computer. Explain the function of each of the blocks.

Q17. Write short note on :

- a) What is Macro in MS-Word? What are its features? How can we insert Macros in a document?
- b) What is cell reference? Explain its advantages.

Q18. What is E-Commerce? What are its advantages and disadvantages?

**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.**