Roll No. ☐☐☐☐☐☐☐☐☐☐☐   Total No. of Pages : 02

Total No. of Questions : 09

B.Voc. (Hardware and Networking)   (Sem.–1)

BASIC IT SKILLS

Subject Code : BVHN-104-18

Paper ID : [75804]

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

1. **Answer briefly :**

   a) What is need of hardware?

   b) Define ports and interfaces.

   c) Discuss the concept of computing.

   d) What are utility programs?

   e) Write the use of High Level Language?

   f) Why we use mail merge?

   g) Define macros.

   h) How the sorting is done in workgroup?

   i) Write use of MS Excel.

   j) Write the advantage of digital cash.

SECTION-B

Q2   Give general information of output devices used in computer.

Q3   Explain the uses of Primary Memory.

Q4   Discuss the importance of Operating System in Computers.

Q5   Briefly explain the steps of showing slides with graphs and animation.

Q6   What is impact of internet on society?

SECTION-C

Q7   Discuss the use of Motherboard with examples in computer system?

Q8   What is the importance of MS Word? Write a short note on formatting the text in MS word.

Q9   What is Electronic Payment System? Explain the types of payment systems.