

Model Paper "Business I.T-I"
For D.Com-I Annual Examinations 2022 & Onward

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) =

(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 CPU.
- (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 explain 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.

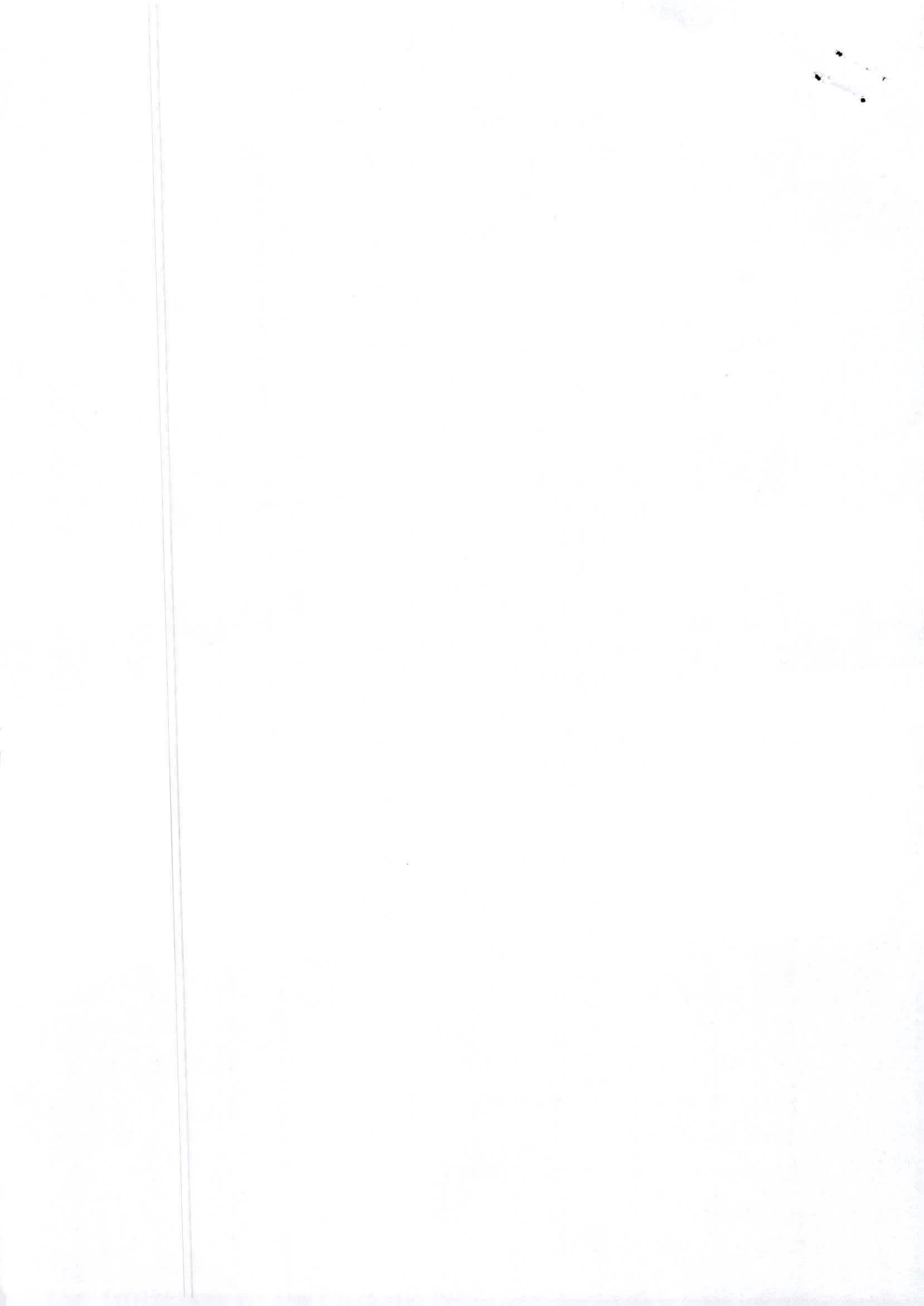
(3)

b) Write a note on Windows.

(4)

Q No.4 a) Write a note cut, copy and paste with reference to MS-Word.

(3)



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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)

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