

I Year B.A. (CA) / B Com (CA) / B.Sc. (CA),

CBCS - SEMESTER- I

INFORMATION TECHNOLOGY

MODEL QUESTION PAPER

Time: 3 Hours

Max. Marks : 75

SECTION-A

Answer any FIVE of the following Questions:

(5 x 5= 25 Marks)

1. Write characteristics of computers
2. Write any three input devices
3. Write about cache memory
4. Explain commercial software
5. Explain how to create and save documents in Word
6. Write about inserting pictures in a document
7. Briefly explain cell references in a formula in Excel
8. How will you insert and delete rows in Excel
9. Write about opening a presentation in Power Point
10. Explain how to view slide show

SECTION - B

Answer any FIVE of the following Questions

(5 × 10 =50 Marks)

11. Explain basic organization of a computer system
12. Write about classification of computers
13. Define Memory. Write about Primary memory units
14. Write about generations of programming languages
15. Write and explain the parts of Word window
16. Explain mail merge procedure in MS Word
17. Write in detail about features of Excel
18. What is a chart? Explain different types of charts
19. Explain the creation procedure of a presentation in Power Point
20. Define animation. Explain how to you add transition and animation to the slides

Note: Paper Setter must select TWO Short Questions and TWO Essay Questions from Each Unit