

Fundamentals of Information Technology

March 2009

I. Answer any five questions:

5 x 4= 20 Marks

1. Call Centers
2. Wild Card Characters
3. Mail Merge
4. Data and Information
5. Parts of MS-PowerPoint Window
6. Multimedia
7. WWW
8. Safe electronic payments

II. Answer the following questions:

5 x 10=50 Marks

9. (a). What is Memory? Explain the various memory devices.
OR
(b). Explain the various modern communication facilities.
10. (a). What is an Operating System? Explain the functions of Operating System.
OR
(b). Explain the various accessories under Windows.
11. (a). Write the steps for the following in MS-Excel:
 - (i). Enter Marks data in a worksheet.
 - (ii). Copy a cell data into another
 - (iii). Change the Row height
 - (iv). Insert a ColumnOR
(b). What is Word Processing? Explain the advantages of Word Processing.
12. (a). What is multimedia? Discuss the various applications of Multimedia.
OR
(b). Explain (a) Tables (b) Forms (c) Query (d) Reports
13. (a). Explain (a). Internet (b) Intranet (c) Extranet.
OR
(b). What is E-Commerce? Explain the various applications of E-Commerce.

Fundamentals of Information Technology

March 2010

I. Answer any five questions:

5 x 4 = 20 Marks

1. Tele and Video Conferencing
2. Hardware and Software with four examples each
3. Wild Card Characters
4. Spell Check and format functions in MS-Word
5. IT Enables Services
6. Multimedia on Web
7. Operating Systems
8. WWW and Internet

II. Answer the following questions:

5 x 10 = 50 Marks

9. (a). Explain the BPO, KPO and Call-Centers.
OR
(b). Explain the LAN, MAN and their architecture.
10. (a). Explain any 10 internal DOS Commands.
OR
(b). What is Control Panel? Explain the items under Control Panel.
11. (a). What is Mail-Merge? Explain the procedure of Mail-Merge.
OR
(b). What is MS-Excel? Explain the features of MS-Excel.
12. (a). What is MS-Access? Explain the advantages and limitations of MS-Access.
OR
(b). Explain the importance of MS-PowerPoint
13. (a). What is E-Commerce? Explain the advantages of E-Commerce.
OR
(b). Explain the procedures for
 - (i). Trading Stocks online
 - (ii). Travel and Tourism services online

Fundamentals of Information Technology

March 2011

I. Answer any five questions:

5 x 4= 20 Marks

1. Voice Mail
2. Booting process
3. Purpose of Mail Merge
4. Multimedia on Web
5. Trading Stocks online
6. Slide-Sorter view
7. E-Commerce
8. Internet Banking

II. Answer the following questions:

5 x 10=50 Marks

9. (a). Briefly explain the elements of a Computer System.
OR
(b). What is an E-mail? Explain the creation of E-mail id.
10. (a). What is an Operating System? What are the functions of Operating System?
OR
(b). What is Computer Virus? Explain the types of viruses.
11. (a). Explain the advantages of Word Processing.
OR
(b). Explain the procedure for opening, saving and closing a workbook in MS-Excel.
12. (a). What is database? Explain the components of database system.
OR
(b). What are the parts of MS-PowerPoint window
13. (a). What are the services available on Internet.
OR
(b). Explain the various online payment systems.

Fundamentals of Information Technology

March 2012

I. Answer any five questions:

5 x 4= 20 Marks

1. RAM and ROM
2. Wild Card Characters
3. Mail-Merge advantages
4. Computer applications of MS-Access
5. On-line Publishing
6. Features of PowerPoint Presentation
7. Multimedia on Web
8. Online Travel and Tourism Services.

II. Answer the following questions:

5 x 10=50 Marks

9. (a). Describe the working of any five input devices.
OR
(b). What is an E-mail? What are the advantages and disadvantages of E-Mail.
10. (a). What is an Operating System? What are the types of Operating System?
OR
(b). Explain the various windows accessory utilities.
11. (a). Explain the parts of MS-Word application window.
OR
(b). Explain the Mathematical Functions of MS-Excel.
12. (a). What is database? Explain how database is created and data entered in MS-Access.
OR
(b). What is Multimedia? Explain the applications of multimedia.
13. (a). What is Internet? What are the services available on Internet?
OR
(b). What is E-Commerce? What are the advantages of E-Commerce.

Fundamentals of Information Technology

March 2013

I. Answer any five questions:

5 x 4 = 20 Marks

1. Discuss various output devices.
2. Write a note on Desktop
3. What are Wild Card Characters?
4. Explain the procedure of Spell-Check
5. What is Multimedia on Web?
6. Explain the benefits of Online Stock trading.
7. What is On-line Job Market?
8. Write about Auto fill

II. Answer the following questions:

5 x 10 = 50 Marks

9. (a). What is Memory? Explain the components of Primary Memory.
OR
(b). What is an E-mail? How do you create E-Mail id? Explain the procedure of sending E-Mail.
10. (a). What is Multi-Programming? How is it different from Multi-Processing?
OR
(b). Explain the various accessories available in Windows operating system.
11. (a). What is MS-Word? Explain the advantages of MS-Word.
OR
(b). What is MS-Excel? Explain the features of MS-Excel.
12. (a). What is MS-PowerPoint? Explain the procedure of creating slides in MS-PowerPoint.
OR
(b). Write a note on (i) Tables (ii) Query.
13. (a). Explain how online travel and tourism services operate. List its benefits and limitations.
OR
(b). What is E-Commerce? What are the advantages and limitations of E-Commerce.