

B.Com (Hons.) (Semester: 2nd)
INTRODUCTION TO INFORMATION TECHNOLOGY AND OFFICE
AUTOMATION
Subject Code: BCAP0191
Paper ID: [140112]

Time: 03 Hours **Maximum Marks: 60**

Instruction for candidates:

1. Section A is compulsory. It consists of 10 parts of two marks each.
2. Section B consists of 5 questions of 5 marks each. The student has to attempt any 4 questions out of it.
3. Section C consists of 3 questions of 10 marks each. The student has to attempt any 2 questions.

Section – A **(2 marks each)**

Q1. Attempt the following:

- (a) Define the computer and list its components.
- (b) What do you mean by speech recognition devices?
- (c) Define plotter.
- (d) Write down the steps to create a sub-directory.
- (e) Why are language translators required?
- (f) What is the use of word processing tools?
- (g) What do you mean by file manipulation?
- (h) What do you mean by workbook and worksheet?
- (i) What is the main difference between a pie chart and a bar chart?
- (j) What do you mean by a transition in the slideshow?

Section – B **(5 marks each)**

- Q2. Draw a block diagram of the computer and explain all its components.
- Q3. What do you mean by software? Explain its different types.
- Q4. What do you mean by memory? Differentiate between primary and secondary memory.
- Q5. Write down the steps of creating and deleting a file in MS Word.
- Q6. Explain the significance of inserting and deleting rows and columns in Excel

Section – C **(10 marks each)**

- Q7. What do you mean by input devices? Explain any five input devices in detail.
- Q8. (a) Write down the salient features of Word Processing.
(b) What do you mean by presentation tool and how it is used?
- Q9. (a) What are the common commands and menus used in Excel for various operations?
(b) Discuss the role of formulas. How are formulas created and applied to automate tasks in a spreadsheet?