Roll No…….. **Total No. of Printed Pages: [01]**
Total No. of Questions: [09]

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?