

**INTRODUCTON TO INFORMATION TECHNOLOGY**

Time : Three Hours

Maximum : 75 Marks

**SECTION-A (20 Marks)**

Answer **ALL** questions

**ALL** questions carry **EQUAL** marks (10 x 2 = 20)

- 1 What is an Input devices? Give example.
- 2 What do you mean by CPU?
- 3 What is mail merge?
- 4 Define Tables in word document.
- 5 Explain Macros.
- 6 Write about Data filtering.
- 7 What is Templates?
- 8 What is Reports?
- 9 Write about voucher Types.
- 10 Write about Inventory control.

**SECTION - B (25 Marks)**

Answer **ALL** Questions

**ALL** Questions Carry **EQUAL** Marks (5 x 5 = 25)

- 11 a What are output devices and what are their functions? Explain with examples.

OR

b Explain cpu in detail.

- 12 a Discuss advantages and disadvantages of word processing.

OR

b Write briefly about working with Tables.

- 13 a Write the various features of Ms-Excel.

OR

b Explain Data sorting and filtering with example.

- 14 a Explain Templates.

OR

b Discuss about types of slides.

- 15 a Explain advantages and disadvantages of Tally.

OR

b Write a note on creation of voucher types with example.

**SECTION - C (30 Marks)**

Answer any **THREE** Questions

**ALL** Questions Carry **EQUAL** Marks (3 x 10 = 30)

- 16 Explain Generations of computer.
- 17 Write short note on i) Bullets and numbering. Ii) Headers and footers.
- 18 Explain creation, editing and deletion of Macros.
- 19 Explain Ms-Access features, advantages and limitations.
- 20 Explain creation of voucher types.