
Home Assignment - IInd year – Semester III

Marks : 80

Code : 71312

Note :

- * The Paper consists of two sections I & II
- * Attempt any 4 questions from Section I
- * Questions from Section I carry equal marks
- * Section II is Compulsory

Information Technology

SECTION-I

1. Describe various uses and applications of internet. (15)

OR

1. Explain ROM and RAM briefly.

2. Describe any procedure to create a new presentation in PowerPoint. (15)

OR

2. Explain the Popular, Display and Proofing features in MS Word.

3. Explain various tabs and tools contained in the Ribbon. (15)

OR

3. Describe the procedures to utilise a Quick Style and insert a link in MS Word.

4. Write short notes (Any 3) (15)

- (a) The MS Office Button
- (b) Quick Access Toolbar
- (c) Procedure to access mathematical equations in Word
- (d) Document Views
- (e) Themes

OR

4. Describe the procedure to create a table in Word.

SECTION-II

Choose the correct option. (20)

1. All files created in PowerPoint have _____ extension.
a) txt b) doc c) ppt d) None of these

2. MS Word software belongs to MS Office suite.
a) True b) False

3. All MS Word files carry _____ extension.
a) doc b) xls c) cpu d) None of these

4. PowerPoint is used for creating spreadsheets.
a) True b) False

5. The MS Office button is a new feature introduced in Office 2007.
a) True b) False

6. _____ is a new feature of PowerPoint 2007.
a) File menu b) Slide layouts c) Themes d) None of these
7. Internet Explorer is an example of _____.
a) Web Server b) Web Browser c) Protocol d) None of these
8. Internet is a public network, while Intranet is a private network.
a) True b) False
9. _____ is the latest version of MS Office.
a) XP b) 2003 c) 2007 d) None of these
10. _____ is the latest version of Windows.
a) 2000 b) Vista c) XP d) None of these
11. MS Word is a software used for creating presentations.
a) True b) False
12. PowerPoint is a _____ software.
a) System b) Spyware c) Application d) None of these
13. New features of Office menu include _____.
a) Office Button
b) Quick Access Toolbar
c) Ribbon
d) All of these
14. Operating system is necessary for starting up the computer.
a) True b) False
15. Page Layout is one of the tabs located on the _____ in Word.
a) Ribbon b) Format menu c) Help d) None of these
16. An online retail store is where customers can place orders online and get the delivery of the items at their doorsteps.
a) True b) False
17. _____ are people who attempt to take control of someone else's computer by using malicious software.
a) Packers b) Hackers c) Trackers d) None of these
18. _____ is an example of a job portal.
a) Google b) Yahoo c) Naukri d) None of these
19. We cannot create tables in MS Word.
a) True b) False
20. In PowerPoint, it is possible to expand or reduce the size of a textbox.
a) True b) False