

FOURTH SEMESTER B.VOC. DEGREE EXAMINATION, APRIL 2022

Organic Farming

GEC 4IT 11—INFORMATION TECHNOLOGY

(2020 Admissions)

Time : Three Hours

Maximum : 80 Marks

Part I*Answer all questions.**Each question carries 1 mark.*

1. One common output device is _____.
(a) Key board. (b) Mouse.
(c) Monitor. (d) Scanner.
2. Latest optical storage _____.
(a) DVD. (b) Blu-ray.
(c) Floppy disc. (d) ROM.
3. _____ contains all commands you need to perform common tasks in Word.
(a) Tabs. (b) Scroll bar.
(c) Ribbon. (d) Tool tabs.
4. _____ is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags etc.
(a) Nested tables. (b) Mail Merge.
(c) Format table. (d) Indenting.
5. _____ are controls that enable you to accomplish specific tasks, such as bolding a word, changing format.
6. IoT means _____.
7. ISP = _____.

Turn over

8. _____ is the front door of a web site.
9. _____ is a type of website which can be changed,
10. LAN stands for _____.

(10 × 1 = 10 marks)

Part II (Short Answer Questions)

*Answer any eight questions.
Each question carries 2 marks.*

11. What is WWW ?
12. What is the purpose of a bulletin board ?
13. What is Telnet ?
14. Expand DBMS.
15. State an objective of database administrator.
16. What is a search engine ?
17. What is Extranet ?
18. Expand HTML.
19. Write need of domain name.
20. Explain one objective of MS Word.

(8 × 2 = 16 marks)

Part II (Short Essays)

*Answer any six questions.
Each question carries 4 marks.*

21. Discuss the procedure involved in inserting hyperlink and slide number in a power point.
22. Explain the tabs included in file menu of MS Excel.
23. Explain the concept of rehearse timings.
24. Which are the packages used in a spreadsheet ?
25. Write the steps to create a power point presentation.
26. What are the features of DBMS ?

27. How do you insert object from others MS applications ?
28. State the applications of IT in a business.

(6 × 4 = 24 marks)

Part IV (Long Essays)

Answer any two questions.

Each question carries 15 marks.

29. Explain the concept of EDI, citing its advantages.
30. What is the significance of office automation ? Briefly explain the various office automation technologies.
31. State the purpose of a spreadsheet writing its features.

(2 × 15 = 30 marks)