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OR

Discuss LAN, MAN, WAN networks with example.

Q.11. Discuss the Issue of computer security. Explain firewall and antivirus.

OR

Explain following:

- (i) Social networking Ethics
- (ii) Secured online Transaction
- (iii) Intellectual Property Rights

SAC/Printed Pages- 04

711081

**BCA FIRST SEMESTER EXAMINATION
NOVEMBER – DECEMBER 2016
BASICS OF IT & OFFICE AUTOMATION – III**

Time: 3hrs.

Max. Marks: 100

Min. Marks: 40

Note: All questions are compulsory. Marks are indicated against each section.

**Section – A
(Objective type Questions)**

2x10= 20

Q.1. Choose the correct answer:-

- (i) Which file starts MS Word?
(a) winword.exe (b) word.exe
(c) msword.exe (d) None of these
- (ii) Which of the following is not a font style?
(a) Bold (b) Italics
(c) Regular (d) Super script
- (iii) What is the short key to insert new sheet in current work book?
(a) F11 (b) Alt+F11
(c) Ctrl+F11 (d) Shift+F11
- (iv) Which of the following is correct?
(a) Average (4, 5, 6, 7) (b) Average (A₁, B₁, C₁)
(c) Average (A₁:A₉, B₁:B₉) (d) All of above
- (v) Objects on the slide that hold text are called:
(a) Place holder (b) Object holder
(c) Auto layout (d) Text holder

P.T.O.

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- (vi) Which file format can be added to a power point show?
(a) .jpg (b) .gif (c) .wav (d) All of the above
- (vii) Which is the type of network topology?
(a) Star (b) Bus (c) Ring (d) All of the above
- (viii) Combination of two or more topologies are called
(a) Star (b) Bus (c) Ring (d) Hybrid
- (ix) A firewall is a network security system:
(a) True (b) False
- (x) Antivirus is computer software used to prevent, detect and Remove malicious software.
(a) True (b) False

Section B
(Short answer type question)

6x5 = 30

- Q.2 Write short notes on following.
(i) Font and paragraph (ii) Header and footer
OR
Explain MS Word and its features.
- Q.3 Explain different types of charts used in MS – Excel.
OR
Explain following function with example:
(i) Sum (ii) Max (iii) count
- Q.4 Discuss slide transition and Animation effect with example.
OR
How we insert objects like video, audio, table and excel sheets, picture in power point presentation.
- Q.5 Describe star, ring network topology with example.

OR

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Explain following:
(i) Hybrid topology (ii) Search engine

- Q.6 What is computer virus? Explain types of virus.
OR
Explain cyber security and cyber policies.

Section – C
(Long answer type question)

10x5= 50

- Q.7 What is mail merge? How it is used in MS – Word? Explain with example.

OR

Explain Following in MS Word:
(a) Home tab (b) Insert tab

- Q.8 Explain working with row, column & cell formatting.

OR

Explain Work book. How to create a new workbook through blank and template? Explain with example.

- Q.9. Explain the following:
(a) Rehearse timing
(b) Connecting slides with hyperlink
(c) Printing presentations

OR

How to create presentation using slide master and template in MS – Power Point? Explain with example.

- Q.10 Explain the following with suitable example:
(a) Web browser
(b) Static and dynamic website
(c) Domain name

P.T.O