Term End External Examination 1st Semester (Session-Feb 2025)

Subject: Skill Enhancement Course

Course No and Title: BIT122S/Basics of Information Technology

Time: 1.15 hours **Max Marks:50** **Min. Marks:20**

Section A: Objective Type Questions

Q1. Choose the appropriate Answer: (4x1.5=06)

i. What is the valid format of MS Word?

A .JPEG **B** .XLS

C .DOCX **D** .PNG

ii. What is the default zoom level in Microsoft Word

A 300% **B** 200%

C 150% **D** 100%

iii. Which of the following command is used to create a new table in SQL?

A ALTER **B** UPDATE

C DELETE **D** CREATE

iv. The intersection of a column and a row in a worksheet is called

A ROW **B** COLUMN

C CELL **D** ADDRESS

Section-B: Descriptive Type Questions (Short Type)

Q2: Answer all the Questions (4 x 4 =16)

i. Explain various types of alignments available in MS Word ?

ii. What is mail merge? List out various steps to create mail merge?

iii. How can you restrict someone from copying a cell from your worksheet?

iv. What is a table in RDBMS? How do we create a table in MS Acess?

Section – C: Descriptive Type Questions (Medium Type)

Answer all the questions: (2 x 7=14)

Q3. Discuss the key features and functionalities of a word processor like MS Word, highlighting its role in document creation and editing.

OR

Explain key sections of an email application.

Q4. What is a spreadsheet? List some of the inbuilt functions available in MS Excel.

OR

List out main differences between DDL,DML and DCL commands

Section – D: Descriptive Type Questions (Long Type)

Answer any one of the following: (1 x 14=15)

Q5. I. Explain setting text font colors in MS-Word.

II. Write a note on adding pictures in PowerPoint.

Q6. I. Explain various types of charts available in MS-Excel.

II. Explain, how we can create a database in MS Access.