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Roll No.



W-5004

**Diploma in Computer Application
(First Semester) EXAMINATION, Jan, 2013
ESSENTIALS OF INFORMATION TECHNOLOGY
(DCA-101)**

Time : Three Hours]

[Maximum Marks : 100

[Minimum Pass Marks : 33

Note : Question No. 1 is compulsory. Attempt any four questions from the remaining. All questions carry equal marks.

1. Explain the following terms : 20
 - (a) Format command in DOS
 - (b) Features of Linux OS
 - (c) Control Panel in windows
 - (d) Non-Impact Printers
2.
 - (a) Draw a block diagram of computer system. Explain its various components. 10
 - (b) Explain various types of computers. 10
3.
 - (a) Explain various pointing devices. 10
 - (b) Write a short note on OMR and MICR. 10

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Answer

[2]

4. (a) Describe Booting Process. What is the role of Bootstrap loader in Booting process ? 10
(b) Write in brief about Path and Diskcopy commands of DOS. 10
5. (a) Explain the process of Navigating the web. 10
(b) Illustrate the concept of Internet explorer in browsing. 10
6. (a) What are the various flavours of Linux Operating System ? Explain. 10
(b) Explain the following Linux commands with syntax and example : 10
 - (i) cat
 - (ii) grep
7. Explain the following commands of DOS and Linux Operating System : 5 each
 - (i) X COPY
 - (ii) FDISK
 - (iii) Find
 - (iv) Is with options

- (b) Write short notes on the following in MS-Excel :
- (i) Sorting a database
 - (ii) Filtering a database
 - (iii) Pivot table
 - (iv) Goal seek
- (c) Explain the following in MS-Excel :
- (i) Header and footer
 - (ii) Opening and printing work book
 - (iii) Using cell label
 - (iv) Cascade and split
3. (a) Write the steps of creating presentation in MS-Powerpoint. Give suitable example.
- (b) What do you mean by Animated Slide ? Write the steps to create it.
- (c) Write short notes on the following :
- (i) Slide show
 - (ii) Slide transition
 - (iii) Creating table
 - (iv) Setting page layout
4. (a) Describe the advantages of DBMS.
- (b) What do you mean by Relationship ? Discuss one to one, one to many and many to many relationships.
- (c) Write steps to create a database in MS-Access. How to create table and insert data items in own database ? Give suitable example.

5. (a) What is Accounting ? Write the utilities and advantages of accounting. Discuss the types of accounts.
- (b) What is Company in Tally ? Write the steps to create a new company. Give suitable example.
- (c) Write a brief note on Ledgers and groups in Tally.

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Roll No.



W-5005

**Diploma in Computer Application
(First Semester) EXAMINATION, Jan., 2013**

ESSENTIALS OF OFFICE AUTOMATION

(DCA-102)

Time : Three Hours]

[Maximum Marks : 100

[Minimum Pass Marks : 33

Note : All questions are compulsory. Attempt any *two* parts in each question. All questions carry equal marks.

1. (a) What is Macro ? How can we create and run macro in MS-Word ? Explain with example.
(b) Explain mail merge feature of MS-Word with the help of example.
(c) How can you create the following in MS-Word ?
 - (i) Flowchart
 - (ii) Chart
 - (iii) Table
 - (iv) Word Document
2. (a) Describe the essential features and use of MS-Excel.