

MP-104

December – Examination 2021

Master of Business Administration (I Year) Examination

Fundamentals of Information Technology

Paper : MP-104

Time : 1½ Hours]

[Maximum Marks : 80

Note :- The question paper is divided into two Sections A and B. Write answers as per the given instructions.

Section-A

4×4=16

(Very Short Answer Type Questions)

Note :- Answer any *four* questions. As per the nature of the question delimit your answer in one word, one sentence or maximum up to **30** words. Each question carries 4 marks.

1. (i) Differentiate between RAM and ROM.
- (ii) How will you rename a DOS file ?

- (iii) What do you understand by Windows ?
- (iv) Write any *two* contents of formatting Toolbar.
- (v) What do you mean by Mail Merge ?
- (vi) What do you mean by Pivot Table ?
- (vii) What is a web search engine ?
- (viii) What is e-Learning ?

Section-B **4×16=64**

(Short Answer Type Questions)

Note :- Answer any *four* questions. Answer should not exceed **200** words. Each question carries 16 marks.

- 2. What unique features classify computers into different generations ? Explain.
- 3. How will you classify software ? Briefly describe the classification.
- 4. What is meant by generation in Computer Technology ? How many computer generations are there till now ? Explain.
- 5. What is Word Processing ? Explain the features of MS-Word of your choice.

- 6. What is a Database ? Explain the process of entering data in a worksheet.
- 7. How could you use the animation in the presentation ? Give the steps.
- 8. What is Internet ? List all the advantages and disadvantages of internet.
- 9. Explain Extranet. How is it different from Intranet ?