

Roll No. ....

Exam Code : J-21

Subject Code—52875

**P.G.D.C.A. (One Year Programme)**

**EXAMINATION**

(Main/Reappear) (Batch 2019 Onwards)

(First Semester)

INTRODUCTION TO INFORMATION  
TECHNOLOGY

PGDCA-101

*Time : 3 Hours*

*Maximum Marks : 80*

**Note :** Attempt any *Five* questions. Q. No. **1** is compulsory. All questions carry equal marks.

1. (a) What was the technology used in various generation of computers ?  
(b) Explain various usages of computer in various fields.

- (c) What do you mean by page formatting ?
- (d) What is the difference between Save and Save As ?
- (e) What are charts in MS-Excel ?
- (f) Explain pivot tables and its uses.
- (g) Explain web Browsers.
- (h) Explain HTTP.

### **Unit I**

- 2. What is Computer ? Draw and explain block diagram of computer.
- 3. Explain computer languages and structured programming concept.

### **Unit II**

- 4. Explain various functions provided by Word Processing Software (MS-Word).
- 5. What is Mail Merge ? Explain mail merge facility provided by MS-Word with suitable example of your own choice.

### **Unit III**

- 6. Explain various formulas and functions provided by MS-Excel with suitable example.
- 7. Write short notes on the following :
  - (a) Creation and manipulation of slides
  - (b) Animation and sounds effect in power point presentation.

### **Unit IV**

- 8. What is Internet ? Discuss, how internet works ? What is the role of search engines in Internet ?
- 9. Write short notes on the following
  - (a) Network Topologies
  - (b) Cloud Computing.