DIPLOMA IN INFORMATION TECHNOLOGY

Paper	Name of Paper	Subject Type	Total Marks	Min Marks
I	MS-Word	Theory	100	40
II	MS-Power point	Theory	100	40
III	MS-Excel	Theory	100	40
IV	Data Entry	Practical	100	40
V	Operating System	Practical	100	40
VI	Internet	Practical	100	40
VII	Practical & Viva	Practical	200	100
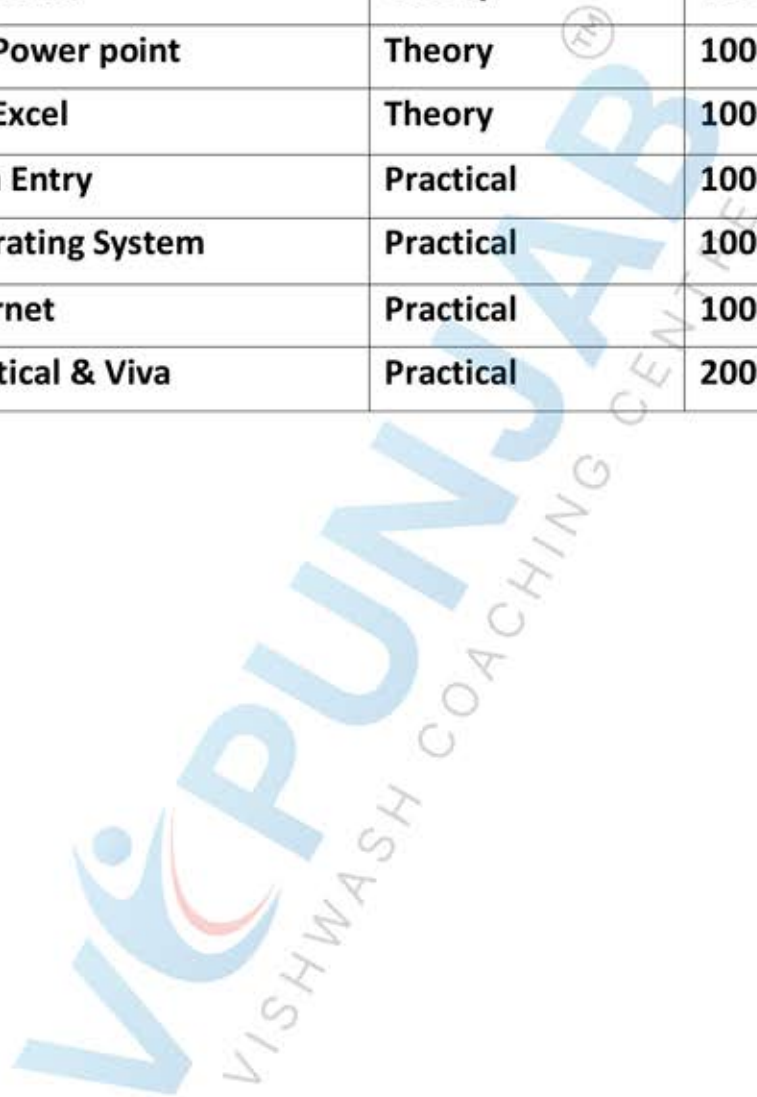
SECTION-A

MS-WORD

1. Definition & History
2. Types
3. Features
4. Need in working place
5. Importance as a profession ™

MS-POWERPOINT

1. Definition & History
2. Types
3. Features
4. Need in working place
5. Importance as a profession

MS-EXCEL

1. Definition & History
2. Types
3. Features
4. Need in working place
5. Importance as a profession

DATA ENTRY

1. Definition
2. Role of data entry operator
3. Types & Features
4. Need in working place
5. Importance as a profession

OPERATING SYSTEM

1. Definition
2. Purpose & Types
3. Benefits
4. Mostly used OS's

INTERNET

1. Definition
2. Features
3. Benefits
4. Types
5. Importance

ASSIGENMENTS

Q.1 MCQ's   (M.M-20)

1. What does the OS create from a physical computer?

a) virtual computer

b) virtual space

c) virtual device

d) none of the above

2. What is the use of the fence register?

a) disk protection

b) CPU protection

c) memory protection

d) none of the above

3. Which of the following usually provides the interface to get access to the services of OS?

a) system call

b) Library

c) API

d) none of the above

4. What is the use of banker's algorithm?

a) rectify deadlock

b) prevent deadlock

c) solve deadlock

d) none of the above

5. World wide web was proposed by

a) ARPANET

b) IBM

c) Microsoft

d) None of above

6. .net domain is used for

a) educational institution

b) information retrieval

c) presentation of information

d) all of above

7. Benefits of Email are

a) speed

b) cost

c) record keeping

d) all of above

8. Total bits used by the IPv6 address is

a) 64 bit

b) 256 bit

c) 128 bit

d) 32 bit

9. The main memory of a computer system is

a) non-volatile

b) volatile

c) restricted

d) unrestricted

10. Identify among the following servers which allow LAN us

a) communication server

b) point server

c) data server

d) file server

Q.2 Complete the following   (M.M-30)

1. WPM means ………………………………

2. OS means ………………………………

3. GUI means ………………………………

4. RTOS means ………………………………

5. IPC means ………………………………

6. CPU means ………………………………

7. SMP means ………………………………

8. FCFS means ………………………………

9. I/O means ………………………………

10. NOS means ………………………………

11. ISP means ………………………………

12. URL means ………………………………

13. WWW means ………………………………

14. WAIS means ………………………………

15. DOM means ………………………………

Q.3 SHORT ANSWER TYPE QUESTIONS   (M.M-30)

1. How can you insert video in Microsoft word 2013?

2. What are the uses of Microsoft word?

3. What is data entry operator?

4. What are the software & programming languages?

5. What is WPM?

6. What is the main purpose of operating system?

7. What do you mean by a process?

8. What is GUI?

9. What are the uses of Internet?

10. What is Information Technology?

Q.4 LONG ANSWER TYPE QUESTIONS   (M.M-20)

1. What are the most important skills that you think needed for data entry operator job?

2. Explain the features in MS-WORD?

3. Create a result of 25 students in each subject with percentage of marks in MS-Excel.

4. What are the benefits to begin a career as a data entry operator?