

**BTTM / First Semester / ITC 307: Computer and Information Technology**

*Candidates are required to answer all the questions in their own words as far as practicable. The figures in the margin indicate full marks.*

**Group “A”**

**Brief Answer Questions:**

**[10 × 1 = 10]**

1. What is digital computer?
2. Which device is used to type text in computer?
3. List names of two output devices.
4. What do you mean by primary storage device?
5. Name two buses used in computer system.
6. What is operating system?
7. What is computer network?
8. What is use of utility software?
9. Define Marketing information System.
10. What is spread sheet?

**Group “B”**

**Short Answer Questions:**

**[5 × 4 = 20]**

11. Differentiate between impact and non-impact printers.
12. Write the functions of central processing unit.
13. List pros and cons of computer network.
14. What features Financial Information System should have?
15. What are the uses of secondary storage devices

**Group “C”**

**Comprehensive Answer Questions:**

**[2 × 5 = 10]**

16. Explain different types of input and output devices that can be used by travel and tourism organizations.
17. How travel and tourism industry benefit from computer network? Explain.



# Lab Work

Full Marks: 20

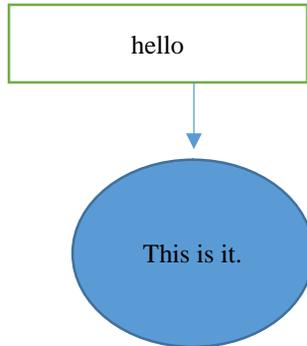
Pass Marks: 10

Time: 1 Hr.

## Practical Exam Questions Using MS-Word

[2 × 3 = 6]

- 1) Create a new document, type few paragraphs with few lines each. Give “this is exam” as header and page number 1 as “footer”, specify margin of this page as 1.5 inch, line spacing 1.5, font : Arial, font size: 12pt.
- 2) Draw following shape in same file after the paragraphs in the same file.



## Practical Exam Questions Using MS-Excel

[8]

- 3) Create following table in worksheet named “exam” of file “exam 2015”.

Product Name	Qty	Unit Price	Total
A	10	90	
B	22	99	
C	27	109	
		Total Amount	

- a. Calculate total for each product
- b. Calculate total Amount
- c. Calculate the maximum unit price.
- d. Calculate average unit price.

## Practical Exam Questions Using MS-Power Point

[6]

- 4) Make a presentation with four slide: Write one in first slide, two in second slide three in fourth slide and four in third slide.
  - Insert slide number
  - Write following text as slide note for the first slide “this number is in correct”.
  - Apply 3 seconds time for first slide and 4 seconds for the third slide before it automatically advance.



**Note:** The observer will be appointed by FOM for practical examination to be conducted immediately after the completion of semester end examination in the respective campuses / colleges. The campuses / colleges are responsible to manage the practical examination. The campuses / colleges should print the Lab-work answer sheet of individual student and submit it to the FOM immediately the completion of the Lab-work examination.