PARUL UNIVERSITY
DEPARTMENT OF PARAMEDICAL AND HEALTH SCIENCES
1st Internal Exam, March- 2022

Year: 1st Yr B.Sc   **Date: 10/03/2022**

Subject code: 19100164   **Time: 10.30 A.M**

Subject Name: Basic IT Skills   **Total Marks: 30 marks**

Instructions:

1. Attempt all questions from each section
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.

Q.1. Answer the following Questions (Any Two)   (Each 7.5 Marks)   (15)

    1. Explain Generation of computers.

    2. Explain in detail the Output unit of the computer.

    3. Explain the Paragraph dialog box.

Q.2. Answer the following Questions (Any Two)   (Each 5 Marks)   (10)

    1. What is Header-Footer?

    2. Explain the table operation in MS Word.

    3. Explain in detail the Mini computer.

    4. Define:

          1. System Software   2 .Application Software

          3. Notebook Computer   4. Super Computer   5. CPU

Q.3. Answer the following Questions (Any Five)   (Each 1 Mark)   (05)

1. What is Personal Computer?

2. What is File?

3. Name any three operating systems.

4. Draw Ms Word Screen.

5. How to Insert Picture in WORD Processing?

6. How to Insert Page Border?

<div align="center">*******ALL THE BEST *******</div>