

Seat No.: _____

Enrolment No. _____

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

Year: 1st Yr D.Voc/DHA
Subject code: 19600104
Subject Name: Basic IT Skills

Date: 10/03/2022
Time: 10.30 A.M
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 input unit of the computer.
3. Explain the Font dialog box.

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

1. What is Header-Footer?
2. Explain the cut, copy and paste operation.
3. Explain in detail the output unit of the computer.
4. Define:

1. Program 2. Software 3. Hardware 4. ALU 5. CPU

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

1. What is Computer?
2. What is the purpose of Recycle Bin?
3. Name any three operating systems.
4. Draw Ms Word Screen.
5. What is WORD Processing?
6. What is Drop Cap effect?

*******ALL THE BEST *******