

INTRODUCTION TO COMPUTERS AND INFORMATION TECHNOLOGY

Paper—II

Time Allowed—3 Hours]

[Maximum Marks—75

Note :— Attempt **FIVE** questions in all, selecting at least **ONE** question from each section. The fifth question may be attempted from any section. All questions carry equal marks.

SECTION—A

1. What is a computer ? Explain its functional units.
2. What is an application ? How are they classified ?

SECTION—B

3. Explain how does a bar-code reader work.
4. What is printer ? What aspects will you keep in mind for purchasing a printer for home use ?

SECTION—C

5. What are optical storage devices ? Explain in general how is data read/write on these devices ?
6. Explain any five sub-options of the file menu of a word processor of your choice.

SECTION—D

7. Write the steps to insert a song in your presentation.
8. Explain how will you find sum of each row and each column of a given table having 2 columns and 10 rows.