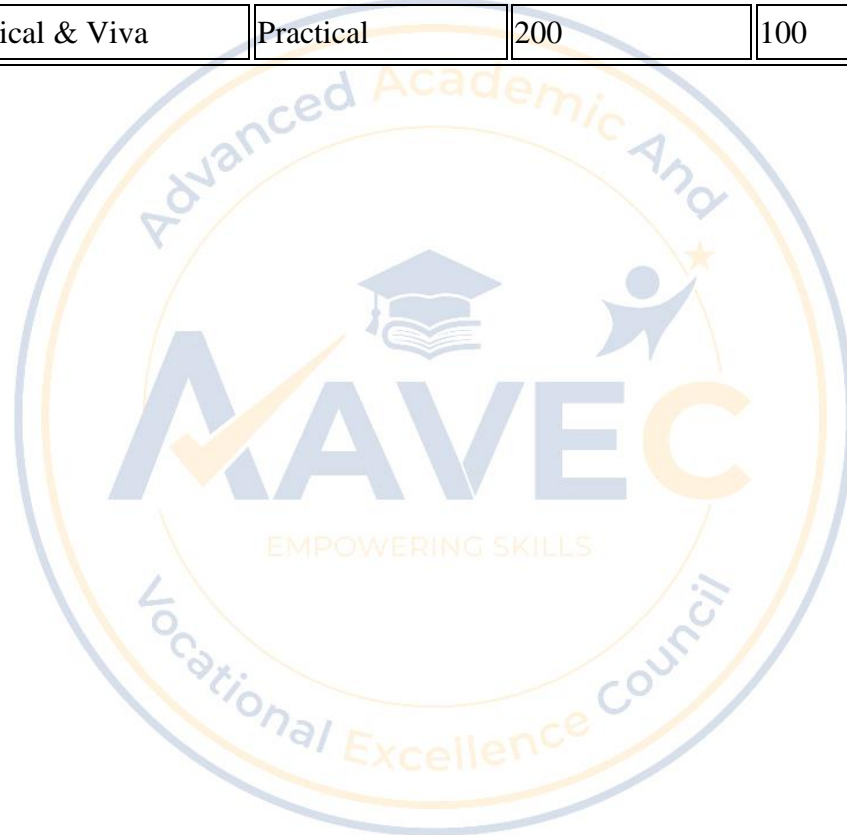


Diploma In Information Technology

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



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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

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INTERNET

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



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ASSIGNMENTS

TOTAL MARKS : 100
(M.M. – 20)

Q.1 MCQ's

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

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- 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. WAN 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?

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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?

