

Department of Sciences  
**Bachelor of Vocation (MLT & MIT) (Regular & Backlog)**  
1st Semester Examination, December 2023  
Course Code : BVCS111SET  
**Subject: Basic Computers and Information Science**

Total Marks: 35

Time: 2 Hours

Note : This question paper consists of (3) parts : Part – A, Part-B and Part-C. Number of words to answers each question is only indicative. Attempt all parts.

Part–A contains (5) compulsory questions of multiple choice/fill in the blank/very short answer type question. Answer all questions. Each question carries (1) mark. **(5x1=5-marks)**

Part-B contains (8) questions, of which students are supposed to answer (5) questions. Answer each question in approximately 100 words. Each question carries (4) marks. **(5x4=20 marks)**

Part-C contains (2) questions, of which students are supposed to answer (1) question. Answer each question in approximately 250 words. Each question carries (10) marks. **(1x10=10 marks)**

PART-A

1.

i. Which of the following is the brain of the computer?

- |                              |                 |
|------------------------------|-----------------|
| a) Central Processing Unit.  | b) Memory       |
| c) Arithmetic and logic unit | d) Control Unit |

ii. The smallest unit of data is

- a) KB    b) Bit    c) MB    d) Byte

iii. What is the valid format of Ms Word?

- a) .exe    b) .jpeg    c) .doc    d) .xls

iv. In Ms Excel spreadsheet, data can be sorted using \_\_\_\_\_?

- a) Array Function    b) Lookup Function    c) Filter Function    d) Operator Function.

v. The file that consist of readymade styles that we can easily use for our presentation is known as

- a) Pre formatting    b) Template    c) Wizard    d) Auto Style

## **PART-B**

2. Convert the following to the given number system.
  - a)  $(10011)_2 = ( \quad )_{10}$
  - b)  $(23)_{10} = ( \quad )_2$
3. What are the uses of Computer in Medical Field?
4. Explain different storage devices that are used in a Computer?
5. Explain different types of Computer Networks?
6. Write about Windows Control Panel, Windows Defender and Firewall?
7. What is Conditional formatting in Ms Excel? Also discuss various options available in it?
8. What is Mail Merge in Ms Word? Discuss its application.
9. What are the uses of Ms PowerPoint?

## **PART-C**

10. a) Write about the following Communication Devices
  - i) Modem ii) Switch iii) Router
- b) Explain Programming Language and Artificial Intelligence.
11. a) Explain text formatting features of Ms Word.
- b) Explain IF condition syntax with some examples.