

TERM END EXAMINATION - JUNE 2019
Diploma in Office Management (DOM)
Information Technology for Management

Time - 3 Hours

Full Marks - 100

Answer *all* questions from Group-A, any *four* questions from Group - 'B', any *four* questions from Group - 'C' and any *two* questions from Group - 'D'

Group 'A'

Q. No. 1 Answer all the questions, each within one or two sentences **Marks: 1×10 = 10**

- a) What is a micro computer?
- b) What is a mainframe computer?
- c) What is a super computer?
- d) What is a mini computer?
- e) What do you mean by software?
- f) What is a joystick?
- g) Write the full form of DOS.
- h) Write the full form of BIOS.
- i) Write the full form of SMPS.
- j) What is a modem?

Group 'B'

Q. No. 2 Answer any four questions each within 100 words **Marks: 5×4 = 20**

- a) Name any three output devices and explain their applications.
- b) What do you mean by social media? Give examples.
- c) Differentiate between information and data.
- d) Differentiate between slide animation and transition in MS PowerPoint.
- e) Write a note on Central Processing Unit of a computer.
- f) Write a note on cloud storage and its benefits.

Group 'C'

Q. No. 3 Answer any four questions each within 200 words **Marks: 10×4 = 40**

- a) Discuss various types of printers with their advantages and limitations.
- b) Discuss various types of memory units of a computer.
- c) Write about the features and applications of MS Word.
- d) Write about the features and applications of MS Excel.
- e) What is an operating system? Explain types of operating systems with their functionality.
- f) Discuss various security threats associated with computers.

Group 'D'

Q. No. 4 Answer any two questions each within 300 words **Marks: 15×2 = 30**

- a) How has internet changed the world? Elaborate.
- b) Write about the features, merits and limitations of different generations of computers.
- c) Discuss the importance of Management Information System for business.