


Name:	
Enrolment No:	

UNIVERSITY OF PETROLEUM AND ENERGY STUDIES

End Semester Examination, December 2018

Course: DSIT 1001 Business Computing

Semester: I

Programme: BBA (OG/AM/DM/AO)

Time: 03 hrs.

Max. Marks: 100

Instructions: Attempt all Questions.

SECTION A

S. No.		Marks	CO
Q 1	Fill in the blanks:		
	1. In a word processor, you _____ text to mark it for editing or formatting.(block/move/select) 2. An email _____ is text automatically added to the end of every email you send. (Signature/Subject/Reply) 3) _____ creates a large capital letter at the beginning of the paragraph in a word document (Watermark/Drop Cap/Cross-Reference). 4) _____are computers used primarily by large organizations for critical applications; bulk data processing, such as census, industry and consumer statistics, enterprise resource planning; and transaction processing. 5) Siri is an example of _____ input (Face Recognition/Voice Recognition/Handwriting Recognition) 6. To remove data from one document and include it into another you can use the _____ and _____ commands. (Cut, Paste/Copy, Paste/Delete, Paste) 7) An IP address consists of _____ numbers separated by periods. (3/4/ 5) 8) _____ is the main file type used by web browsers.(FTP files/PDF Files/HTML Files) 9) _____ is the menu, which you select to run the statistical procedures in SPSS. 10. File Extension for a MS Excel file is:_____	10	CO1, CO2, CO3, CO4, CO5

SECTION B

	Answer the following:		
Q2	Write the Abbreviations: i) SPSS ii) HTML iii) IP iv) DVD v) GUI	10	CO1, CO2, CO3, CO4, CO5
Q3	Classify and define the various kinds of Application Software. Also, give two examples for each category.	10	CO1

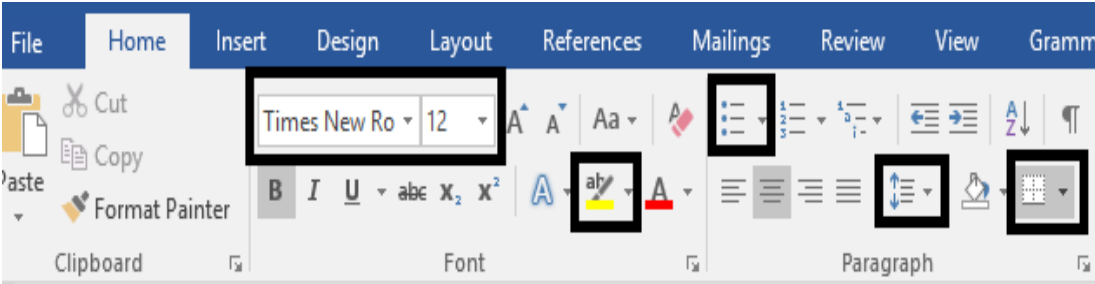
SECTION-C

	Answer the following:		
Q4	Explain the various types of storage devices. Give examples.	10	CO1
Q5	Give an account of various types of topologies along with its merits and demerits.	10	CO3

SECTION-D

	Answer the following:		
Q6	Discuss the working of Internet. Also, draw the diagram to support your explanation.	20	CO3

Q7	<p>Design (Code) the following form using HTML:</p> <p>Employment Application Form</p> <p>First name * Last name *</p> <p><input type="text"/> <input type="text"/></p> <p>Email *</p> <p><input type="text"/></p> <p>Portfolio website</p> <p>http:// <input type="text"/></p> <p>Position you are applying for *</p> <p><input type="text"/></p> <p>Salary requirements When can you start?</p> <p><input type="text"/> <input type="text"/></p> <p>Phone * Fax</p> <p><input type="text"/> <input type="text"/></p> <p>Are you willing to relocate?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not sure</p> <p>Last company you worked for</p> <p><input type="text"/></p> <p>Reference / Comments / Questions</p> <p><input type="text"/></p> <p align="center"><input type="button" value="Send Application"/></p>	20	CO4
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Q8	<p>With reference to Microsoft Word 2016, Identify and state the usage with the different options for the following tools:</p>  <p>The screenshot shows the Microsoft Word 2016 ribbon with the following tools highlighted by black boxes:</p> <ul style="list-style-type: none"> Font Group: Font face (Times New Roman), Font size (12), Bold (B), Italic (I), Underline (U), Text color (A with 'a'), and Background color (A with yellow). Paragraph Group: Bulleted list (bullets icon), Numbered list (numbers icon), Decrease indent (left arrow icon), Increase indent (right arrow icon), Line and Paragraph Spacing (double arrow icon), and Paragraph Styles (dropdown icon). 	10	CO4
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Instructions: Attempt all questions:	

SECTION A

S. No.		Marks	CO
Q 1	Fill in the blanks:		
	1. HTTPS stands for _____ 2. _____ is defined as a program in execution. 3. _____ is the window where the results of the analysis appear in SPSS (Data View/Variable View/Output Viewer/Data Editor). 4. While entering a formula in excel, we must begin with an operator such as _____ 5. The computer without translation program directly understands _____ language. 6. Operating system is a _____ software. 7. Two or more computers connected to each other form a _____. 8. _____ and _____ are the two main windows in SPSS. 9. _____ is volatile memory in Computer System. 10. In a _____ topology there is a central connecting device through which all the other nodes communicate in a network (Bus/Ring/Star).	10	CO1, CO2, CO3, CO4, CO5

SECTION B

	Answer the following:		
Q2	Classify and define the various kinds of System Software. Also, give two examples for each category.	10	CO1
Q3	Give two examples for each of the following: i) Analytical Soft wares ii) HTML tags iii) Network Topologies iv) Secondary Storage Devices v) Operating System	10	CO1, CO2, CO3, CO4, CO5

SECTION-C

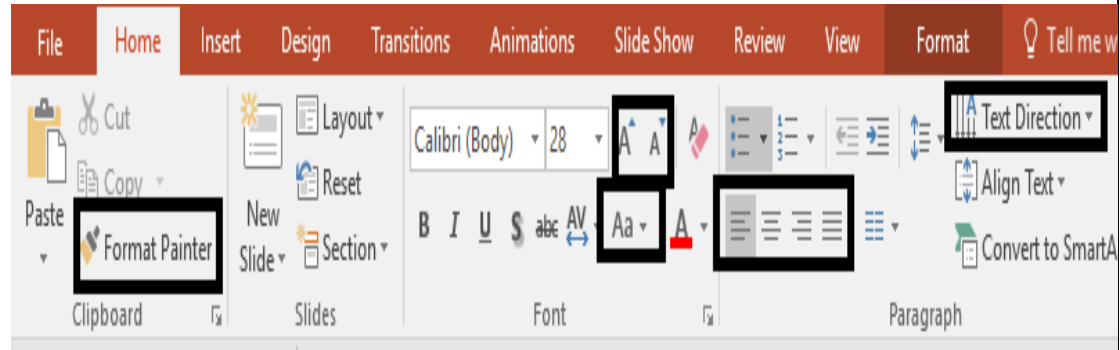
Q4	Answer the following:		
i)	Explain the functions of Operating System.	10	CO2
ii)	Give an account of blogs with its components and types.	10	CO3

SECTION-D

Q 4	Answer the following:		
i)	Discuss the functional organization of Computer System. Draw a block diagram to show flow of data and instructions in various functional units.	20	CO1
ii)	<p>Design (Code) the following form using HTML:</p> <div style="border: 1px solid #ccc; padding: 10px;"><p>First Name Last Name</p><input style="width: 100px; margin-bottom: 5px;" type="text"/> <input style="width: 100px; margin-bottom: 5px;" type="text"/><p>Gender</p><input style="width: 100%; margin-bottom: 5px;" type="text" value="Male"/><p>Date of Birth</p><input style="width: 40%; margin-right: 5px;" type="text" value="Month:"/> <input style="width: 40%; margin-right: 5px;" type="text" value="Day:"/> <input style="width: 40%; margin-bottom: 5px;" type="text" value="Year:"/><p>Country</p><input style="width: 100%; margin-bottom: 5px;" type="text" value="India"/><p>Desired Email Address</p><input style="width: 150px; margin-right: 5px;" type="text"/> @ <input style="width: 60px; margin-right: 5px;" type="text" value="mail.com"/> <input checked="" style="width: 15px; height: 15px; vertical-align: middle;" type="checkbox"/><p><small>Tip: Get your own domain with 1&1</small></p><p>Choose a Password</p><input style="width: 100%; margin-bottom: 5px;" type="text"/><p>Re-type Password</p><input style="width: 100%; margin-bottom: 5px;" type="text"/><p>Contact Email (optional)</p><input style="width: 100%; margin-bottom: 5px;" type="text"/><p>Security Question</p><input style="width: 100%; margin-bottom: 5px;" type="text" value="Choose One"/><p><small>The Terms & Conditions of mail.com apply. Please review these and confirm your acceptance.</small></p><div style="background-color: #0070C0; color: white; text-align: center; padding: 5px; margin-top: 10px;">I Accept. Create My Account.</div></div>	20	CO4

iii)

With reference to Microsoft PowerPoint, Identify and state the usage with the different options for the following tools:



10

CO4