Exam Code: 113401
Subject Code : 3928

Bachelor of Vocation (Journalism & Media) - Ist Sem.
(Batch 2021-24)
(2221)
Paper-IV : Basics of Computer

Time allowed: 3 hrs.   Max. Marks: 50

Attempt one question from each section and fifth question may be attempted from any section. Each question carries 10 marks.

Section A

1. Define MS Excel and its main features.
2. Differentiate between hardware and software with examples.

Section B

3. How to make power point presentation attractive?
4. Write short notes :
   a) Object manager
   b) Pick tool

Section C

5. Define Internet and its main features in detail.
6. What do you mean by web browser and also explain its types?

Section D

7. Write a detailed note on tools of PageMaker.
8. Explain the importance of Photoshop with examples.

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