

GPC BHILWARA

Model Question Paper – 2 Subject: 105 Computer and IT Fundamentals

Questions:

1. What do you mean by Internet? Write a short note.
2. Explain with usage about following devices.
 - a. Bridges,
 - b. Routers
 - c. Switch
 - d. Gate way
3. Write in detail about e-mail and e-Commerce.
4. What is HTML? Explain in detail with a program.
5. Describe following Protocols: http, https, FTP, UDP, TCP/IP, SMTP, IMAP, POP3
6. In word processor write about
 - a. Various Special Features of MS-Word
 - b. Action : Undo, Redo, Spell Check, Find and Replace
 - c. How to Insert special Symbols and characters
 - d. How a page and paragraph Borders and Shading can be used.
 - e. Steps for Mail Merge
 - f. How to add Auto Text.
 - g. Steps to Convert Document in PDF and vice-versa
 - h. How you can insert a mathematical Equation in word.
7. In spread sheet explain followings:
 - a. Working with Spread Sheet
 - b. Formula Entering and Function Wizard
 - c. Charts and Graph

8. In excel perform following:

Sl No	Name	Roll No	Total Marks out of 500
1.	Suresh	105	400
2.	Mahesh	102	305
3.	Pragnesh	104	310
4.	Jignesh	103	385
5.	Ramesh	106	415
6.	Durgesh	101	450

- a. Using max function find max marks
- b. Using average function find average of marks
- c. Sort according roll numbers.
- d. Find Percentage of Each student by inserting a new column
- e. Find total of marks by adding a new row