

Note: Figures to the right indicate full marks
All Questions are compulsory
Draw neat diagrams wherever necessary



- Q1. A. **Fill in the blanks: (Any 8)** (8)
1. EDI stands for _____.
 2. Olx.in is a _____ type of E-Commerce
 3. HTTP stands for _____.
 4. _____ is the keyboard shortcut for saving a file in MS Word.
 5. _____ function in MS Excel is used to join several text strings together.
 6. Page orientation can be portrait or _____ in MS Word.
 7. Fibre-optic uses _____ signals for data transmission.
 8. Using \$ sign for cell names is known as _____ cell referencing.
 9. Hlookup stands for _____ lookup.
 10. NIC stands for Network _____ card.
- Q1. B. **State true or false: (Any 7)** (7)
1. Resource sharing is an advantage of LAN.
 2. Radio waves are guided network media
 3. MICR is Magnetic Ink Character Recognition.
 4. IT Act was first published in the year 2002.
 5. A white hat hacker breaks security for non-malicious reasons.
 6. Today() function in MS Excel returns current system date.
 7. PMT() function calculates interest paid on a loan.
 8. Spam is unsolicited mail.
 9. Thesaurus option is in the references tab of MS Word.
 10. Ctrl + P is an option to paste copied content.
- Q2. A. What are the advantages and disadvantages of E-Commerce. (15)
- OR**
- Q2. B. Explain different types of wireless network media. (15)
- Q3. A. What is E-banking? Explain Online and telephone banking. (15)
- OR**
- Q3. B. What is UPI? List its advantages and disadvantages. (15)
- Q4. A. Write steps to insert a picture, smart-art and hyperlink to a webpage in MS Word. (15)
- OR**
- Q4. B. How to use the following functions in Excel: (15)
- i. AVERAGE()
 - ii. LEFT()
 - iii. DAY()
 - iv. MAX()

v. LEN()

Q5. A. Why do we need Cyber Law? (15)

OR

Q5. B. Write short note on: (Any 3) (15)

1. WAN
2. Core Banking
3. Mail Merge in MS Word
4. Online Shopping Frauds.
5. MS Excel