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## School of Computing Science and Engineering

Master of Computer Applications  
Mid Term Examination - Nov 2023

Duration : 90 Minutes  
Max Marks : 50

### Sem I - E1PA105B - Introduction To IT

General Instructions

Answer to the specific question asked

Draw neat, labelled diagrams wherever necessary

Approved data hand books are allowed subject to verification by the Invigilator

- 1) Discuss the simple steps to encrypt a PowerPoint file with a password. K2 (2)
- 2) Explain IF function in MS-Excel with a suitable example. K1 (3)
- 3) Elaborate to insert a hyperlink to a PowerPoint presentation. K2 (4)
- 4) Discuss the process to convert a presentation into a video. K2 (6)
- 5) Explain all steps involved in making and saving a file in MS word. K3 (6)
- 6) Elaborate in detail about following features of MS word: a) Formatting of documents b) Auto correct c) Bullet and number list K3 (9)
- 7) Elaborate the four levels of the DIKW pyramid. K4 (8)
- 8) Illustrate the following types of information system:: a) Transaction Processing System (TPS) b) Management Information System (MIS) c) Decision Support System (DSS) d) Expert System (ES) K4 (12)

**OR**

- List and Discuss the various components of Information System. K4 (12)