Duration : 2 Hours   **Max. Marks : 60**

Instructions :
1. Figures to the right indicate maximum marks
2. Start each new question on a fresh page

Q1. Write a short note on (any 3)   **(3x4 =12 MKS)**
- a. Classification of Number Systems
- b. Information technology and its components
- c. Paragraph formatting options in MS Word
- d. Use of Templates in PowerPoint
- e. Types of operators used in an Excel formula
- f. Web browsers and Hyperlinks

Q2. Answer the following questions (any two)   **(2x6=12 MKS)**
- a. What is the need for binary codes? Explain the features of ASCII and Unicode.
- b. Explain the functions of the different hardware components of a computer with a block diagram.
- c. Perform the following number conversions
  - (i) $(46)_{10}$ = (_____)$_2$ (ii) $(110101)_2$ = (_____) $_{10}$

Q3. Answer the following questions (any two)   **(2x6=12 MKS)**
- a. What is the use of Mail Merge feature in MS Word? Explain the different components of Mail Merge.
- b. Explain the following features in MS Word:
  (i) Formatting Styles   (ii) Adding Drawing objects
- c. Describe the format of the commonly used Mathematical, Statistical and Text functions in MS Excel with examples

Q4. Answer the following questions (any two)   **(2x6=12 MKS)**
- a. What is the advantage of using the 'Charts' feature in MS Excel? Explain the different types of charts that you can choose from.
- b. Explain the important features of PowerPoint. What are the various printing options available in PowerPoint? Explain
- c. What is the role played by 'Masters' in PowerPoint? Explain the different types of Masters.

Q5. Answer the following questions (any two)   **(2x6=12 MKS)**
- a. Which are the different components of World Wide Web? Explain their importance and functions.
- b. What is the need for an IP address? Who is responsible for assigning IP addresses on the Internet? Explain the format of IPv4 and IPv6 addresses.
- c. Define the term 'Internet of Things'. Explain any 2 applications of Internet of Things.