

**BharatiVidyapeeth
(Deemed to be University), Pune
School of Distance Education**

Assignment No.	1	Name of the Assignment Setter:		Prof. D.N.Bhoskar	
Course:	2019	Class:	F.Y.B.Com.	Semester:	II
Subject:	Basics Of Information Technology				
Q.1)	Attempt ANY ONE of the Following (1000 Words)				(10)
	a)	Define Computer. Draw and explain a well labelled block diagram of Computer. List characteristics of Computer and explain types of Computer in detail.			
	b)	Draw and explain any 5 Input and 5 output devices in detail.			
Q.2)	Attempt ANY TWO of the Following (800 Words)				(10)
	a)	What is Human Computer Interaction (HCI)? Explain goals, factors and disciplines contributing to HCI in detail.			
	b)	What is an information system? Explain its components with well labelled diagram. List and explain types of information system in short.			
	c)	Define Internet. Write its advantages and disadvantages. Explain Internet services in short.			
d)	What is mail merge feature in MS word? Write down steps of mail merge in detail with example.				
Q.3)	Write Short Notes on (ANY TWO)				(10)
	a)	Network types LAN, WAN and MAN.			
	b)	MS Excel Graph types.			
	c)	Features and Uses of Power Point presentation.			
d)	Network topologies: Bus, Star, Ring and Mesh Topology.				
