

**BHARATI VIDYAPEETH DEEMED UNIVERSITY,  
SCHOOL OF DISTANCE EDUCATION  
ACADEMIC YEAR 2018-2019  
SUBJECT: BASICS OF INFORMATION TECHNOLOGY  
CLASS: FYBA SEM-II**

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**Instructions:** 1) Submit **ANY ONE** Assignment of the Following.

**ASSIGNMENT-I**

<b>Q.1</b>	<b>Attempt Any One of the following</b>	<b>10</b>
a)	Describe the various features of operating system in detail.	
b)	Draw and Explain the block diagram of computer system.	
<b>Q.2</b>	<b>Write short note on Any One of the following:</b>	<b>05</b>
a)	keyboard	
b)	MS - Powerpoint	

**ASSIGNMENT-II**

<b>Q.1</b>	<b>Attempt Any One of the following</b>	<b>10</b>
a)	Explain the review function, track changes and insert functions in MS- Word	
b)	Differentiate between- coaxial cable and twisted wire pair	
<b>Q.2</b>	<b>Write answer to Any One of the following:</b>	<b>05</b>
a)	Explain the use and application of pivot tables in Excel.	
b)	Explain LAN and WAN.	