

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

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

ASSIGNMENT-I

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

ASSIGNMENT-II

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