UNIVERSITY INSTITUTE OF ENGINEERINGAND TECHNOLOGY, CSJM UNIVERSITY, KANPUR
Department of Electronics & Communication Engineering
Subject: Introduction to IT Systems, Code-ES102

2023-24 (Even Semester)   **Year: Ist Year (2K23)**

Diploma in Electrical Engineering II sem

Mid Semester Examination II
Time: 1.5 hours   **Maximum marks: 20**

Attempt any 6 question from Section A, attempt any 5 questions from section B & 2 from
Section C

Section A (attempt any 6)

6 marks (6 questions of 1 mark each)

1. Write down the name of free software offered by Apache foundation to create documents, spreadsheet,
ppt, drawing & database management.
2. Which component of Open office is used to prepare ppt document.
3. Does OpenOffice.org include a Browser and an E-Mail Client?
4. Which component of Open office is used to prepare spreadsheet.
5. Does OpenOffice.org include a Browser and an E-Mail Client?
6.What is Microsoft Edge ?
7. Write down the address of Gov. web portals for Public.
8.Write down the address of Aadhar card wen portal.
Define following term ODF

Section B (6 marks (Attempt any 3 questions of 2 marks each)

1. Write down the various steps to create a template using the Open office writer tool.
2. Write down the process to get Aadhar Card Online?
3. What is google doc.?   Write down its functionality.
4. How do you design Html web page using ODT file in Openoffice tool?
5. Discuss about features of Google ppt?

Section C (8 marks (Attempt any 2 question)

1. Discuss about various components of Openoffice in detail.
2. How do you design Html web page in Openoffice tool?
3. Explain the process to create mailmerge documents using the openoffice tool.
4. Discuss about google information system in detail. Discuss about various database
   search in Google.
5. (a) What is Google translate? (b) Write the process to convert the ms file into into
   different languages