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Model Practice Paper — IT Systems

BTEUP Diploma • 1st Semester (First Year — Common Curriculum, All 41 Branches)
Session 2026-27

Practice Questions / Model Paper — NOT a BTEUP board paper

Time: 2.30 Hours

Max. Marks: 60

General Instructions:

- All questions are compulsory. Each question has three parts (a), (b) and (c) — **answer any two** of the three parts in every question.
- Each part carries 6 marks; each question carries 12 marks.
- Draw neat, labelled diagrams wherever they are asked or wherever they support your answer.
- Write your answers in your own words, in the same order as the questions.

About this paper: This is an original practice (model) paper prepared by KAMALDNP Academy from the official BTEUP 2026-27 syllabus topics for this subject. It is NOT a BTEUP board paper, and no question in it is promised to appear in your examination. Its structure follows the board's last published paper pattern (5 questions, each with three parts of which any two are to be answered), scaled to this subject's theory maximum of 60 marks (external) in the verified 2026-27 scheme; the printed time follows the same last published pattern. The 2026-27 scheme's own paper format has not been published yet — when your board paper is in your hand, its printed instructions govern.

Q1. (From: Computer Fundamentals) — Answer any two of the following:

- (a) Explain with a neat diagram the main parts of a computer and state the function of each part. **(6)**

- (b) Differentiate between input devices and output devices. Give three examples of each, with the use of each example. (6)
- (c) Describe briefly memory and storage in a computer. Differentiate between RAM and ROM. (6)

Q2. (From: Operating Systems) — Answer any two of the following:

- (a) What is an operating system? Explain briefly the main functions of an operating system. (6)
- (b) Describe briefly files and folders in a computer. Explain how files are organised and name the common operations performed on them. (6)
- (c) Write a short note on basic commands used in an operating system. Give the purpose of any six common commands. (6)

Q3. (From: Internet & Email) — Answer any two of the following:

- (a) Differentiate between a web browser and a search engine. Give two examples of each. (6)
- (b) Explain briefly what email is. Describe the parts of an email address and the steps to send an email with an attachment. (6)
- (c) Write a short note on safe internet use. State the precautions a student should follow while using the internet. (6)

Q4. (From: Office Tools) — Answer any two of the following:

- (a) Describe briefly the main features of word processing software. State what work it is used for. (6)
- (b) Explain briefly a spreadsheet. Define workbook, worksheet, row, column and cell, and give one use of a spreadsheet. (6)
- (c) Describe briefly presentation software. Explain what a slide is and state the steps to create a simple presentation. (6)

Q5. (From: Internet & Email + Office Tools (mixed)) — Answer any two of the following:

- (a) Describe briefly the online services available through the internet. Give any four services with one example of each. (6)
- (b) Explain briefly the use of formulas in a spreadsheet. Write the steps and the result for finding the total and the average of marks stored in cells B2 to B5. (6)
- (c) A student has to prepare a seminar presentation on presentation software and then send it to the teacher by email. Describe briefly the steps the student should follow for both tasks. (6)

Model Answer Outline — IT Systems

The key points a full-marks answer contains, question by question.

Practice Questions / Model Paper — NOT a BTEUP board paper

Q1(a)

- Main parts: input unit, central processing unit (CPU), memory, and output unit — show them in a block diagram with arrows for data flow
- Input unit takes data and instructions into the computer, e.g. through keyboard and mouse
- CPU does all processing and control; it has a control unit and an arithmetic and logic unit (ALU) for calculations and decisions
- Memory stores data and instructions while work is being done
- Output unit gives out the result in a form the user can understand, e.g. on a monitor or printer

Q1(b)

- Input devices send data and instructions into the computer; output devices bring processed results out of the computer
- Direction of data flow is opposite: inwards for input devices, outwards for output devices
- Input examples: keyboard (typing text), mouse (pointing and selecting), scanner (copying a paper document into the computer)
- Output examples: monitor (display), printer (paper copy), speaker (sound)

Q1(c)

- Memory is where data and instructions are kept during processing; storage is where they are kept permanently for future use
- Primary memory is inside the computer and is fast and small; secondary storage (hard disk, pen drive, memory card) is larger and keeps data after switch-off
- RAM is temporary and volatile — its contents are lost when power is off; it holds the work in progress
- ROM is permanent and non-volatile — it holds fixed starting instructions that do not change
- RAM can be read and written by the user's programs; ROM is normally only read

Q2(a)

- An operating system is system software that controls the computer hardware and provides a link between the user and the machine
- It loads and manages programs — starting, running and closing them in an orderly way
- It manages memory, files and connected devices such as printer and pen drive
- It provides the screen, windows, icons and folders through which the user works
- Examples to name: Windows, Linux, Android — any one may be described in a line

Q2(b)

- A file is a collection of related data stored under a name, e.g. a document, a photo or a song
- A folder is a container that holds files and other folders, so related work stays together
- Files are organised in a tree-like order — drive, main folder, sub-folder, file
- Common operations: create, open, save, copy, move, rename and delete a file or folder
- A file name generally has a name part and an extension that shows its type, e.g. .docx, .pdf, .jpg

Q2(c)

- Basic commands are short typed instructions used to tell the operating system to do a task, mainly in a command-line window
- Any six with purpose, e.g.: DIR / ls — list files in a folder; CD — change folder; MD / mkdir — make a new folder
- COPY / cp — copy a file; DEL / rm — delete a file; REN / mv — rename or move a file
- CLS / clear — clear the screen; DATE and TIME — show or set date and time; EXIT — close the command window
- State that the exact spelling may differ between systems, but the purpose of each task remains the same

Q3(a)

- A web browser is software used to open and view web pages on the internet
- A search engine is a website/service that searches the internet and lists pages matching the words typed by the user
- The browser displays the page; the search engine only finds and lists links — the user opens a link through the browser
- Browser examples: Google Chrome, Microsoft Edge (any two)
- Search engine examples: Google Search, Bing (any two)

Q3(b)

- Email is a service for sending and receiving messages electronically through the internet, quickly and at very low cost
- An email address has two parts joined by @: the user name before @ and the service (domain) name after it, e.g. student@example.com
- Steps: open the mail account, choose Compose / New Mail, type the receiver's address in To, write a subject
- Write the message, use Attach to add a file if needed, check the address, then press Send
- Mention Cc in brief if space permits: a copy of the same mail goes to another person

Q3(c)

- Use a strong password, keep it secret, and do not use the same password everywhere
- Do not open unknown links, messages or attachments — they may carry a virus or be a fraud (phishing) attempt

- Never share bank details, OTP or personal information on unknown websites or calls
- Use only trusted websites for payment and downloads, and check the site name carefully
- Log out from shared computers and keep the system and antivirus updated

Q4(a)

- Word processing software is used to create, edit and print text documents such as letters, notes and assignments
- Typing and editing features: insert, delete, copy, cut, paste, find and replace, undo and redo
- Formatting features: font type and size, bold, italic, underline, alignment, line spacing, bullets and numbering
- Page features: margins, page size, header and footer, page number, spelling and grammar check
- The document can be saved, reopened, edited again and printed whenever needed

Q4(b)

- A spreadsheet is software for working with data in rows and columns, used mainly for calculations, marks lists, budgets and records
- A workbook is the whole spreadsheet file; it contains one or more worksheets (sheets)
- A worksheet is a table of horizontal rows (numbered 1, 2, 3...) and vertical columns (lettered A, B, C...)
- A cell is the box at the meeting point of one row and one column; its address joins the column letter and row number, e.g. B5
- Each cell can hold text, a number or a formula

Q4(c)

- Presentation software is used to prepare slides for explaining a topic before a class, seminar or meeting
- A slide is one page of the presentation; together the slides form one presentation file
- A slide can contain a title, text points, pictures, tables and charts
- Steps: open the software and choose a design, add a title slide, add new slides one by one and type the points
- Save the file, then run the slide show to present it in full screen

Q5(a)

- Online services are services received through the internet without visiting an office in person
- Any four with an example: online education — video classes and study material; e-governance — online forms and certificates
- Online banking and payment — checking balance, transferring money, paying bills; e-commerce — buying goods from shopping websites
- Other acceptable examples: email and messaging, online ticket booking, telemedicine, job portals

- State one benefit in a line: services are fast, available at any time and save travel

Q5(b)

- A formula is an expression entered in a cell, starting with the = sign, that calculates a result from values in other cells
- Total: click the cell below the marks, type =SUM(B2:B5) and press Enter — the cell shows the sum of the four marks
- Average: type =AVERAGE(B2:B5) and press Enter — the cell shows the mean of the same marks
- If a mark in B2 to B5 is changed, both results update automatically — this is the main advantage over hand calculation
- Other simple functions may be named in brief: MAX for the highest and MIN for the lowest value

Q5(c)

- Prepare: open presentation software, choose a simple design, make a title slide with the topic and name
- Add one slide for each main point — keep few points per slide in large, readable letters and add a picture where it helps
- Save the presentation file with a clear name and run the slide show once to check it
- Send: open the email account, choose Compose, type the teacher's email address and a clear subject naming the topic
- Use Attach to attach the saved presentation file, write a short polite message, check the attachment and address, then press Send

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