Program:	**F.Y.B.AMMC**	**Semester:**	**I**	**Program Code:**	**UGMMC01**
Course:	**IT_Google Workspace**			**Course Code:**	**NUMM103**

Duration: 2 Hours **Examination Pattern:** NEP-Autonomous-External **Max. Marks:** 60

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Draw neat diagrams wherever necessary.
4. CO (Course Outcome), KL (Knowledge Level).

Examination:
REGULAR

Q. 1		**Attempt any TWO of the following.**	[15]	CO's	KL's
	(a)	List any three advanced features of Gmail that help users manage emails effectively. Explain any one of them.		CO1	L1
	(b)	Explain how Google Calendar and Google Meet can be used for scheduling and conducting an online meeting.		CO1	L2
	(c)	A student wants to share a project folder with team members and allow them to make changes to the files. Demonstrate how Google Drive sharing and access permissions can be used for this purpose.		CO2	L3
	(d)	A group of students wants to work together on a written project. Analyse why Google Docs would be more suitable than individually preparing and exchanging document files.		CO2	L4
Q. 2		**Attempt any TWO of the following.**	[15]	CO's	KL's
	(a)	List any three formatting features of Google Sheets and state their uses.		CO2	L1
	(b)	Explain the purpose of sorting, filtering and conditional formatting in Google Sheets.		CO2	L2
	(c)	A student wants to collect registrations for a college event. Demonstrate how a Google Form can be created and shared for collecting participant details.		CO2	L3
	(d)	A college has to present its annual report containing text, pictures and statistics. Evaluate whether Google Slides or Google Sites would be more suitable for presenting the report during a college meeting. Give reasons for your choice.		CO2	L5
Q. 3		**Attempt any TWO of the following.**	[15]	CO's	KL's
	(a)	Define a computer and list any four characteristics of a computer.		CO3	L1
	(b)	Explain the difference between analog, digital and hybrid computers with suitable examples		CO3	L2
	(c)	Identify suitable input devices for the following situations and explain their use:		CO3	L3

		1. Reading marked answers on an examination sheet 2. Reading characters printed using magnetic ink 3. Reading a product code in a supermarket			
	(d)	Compare RAM and ROM on the basis of storage, volatility, purpose and usage.		**CO3**	**L4**
Q. 4		**Attempt any TWO of the following.**	**[15]**	**CO's**	**KL's**
	(a)	Explain an Operating System and describe any three services provided by it.		**CO4**	**L2**
	(b)	Demonstrate the use of suitable DOS commands to perform the following operations: 1. Display files and folders 2. Create a new directory 3. Change from one directory to another		**CO4**	**L3**
	(c)	Compare LAN, MAN and WAN on the basis of geographical area, usage and suitable examples.		**CO5**	**L4**
	(d)	A company wants a private network for its employees but also wants selected outsiders such as suppliers to access certain information. Evaluate whether an Intranet or Extranet would be more suitable. Give reasons for your answer.		**CO6**	**L5**

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