NEP - Semester End Examination – October 2025

Program: B.COM – Sem 1   Course: IT_Google Workspace

Program Code: UGCOM01   Course Code: NUCM103

Duration: 2 Hour   Max. Marks: 60

Instructions:
1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Draw neat diagrams wherever necessary.

Q. 1		Attempt any TWO of the following.	[15]	Course Outcome	Knowledge Level
	(a)	List three advanced features of Gmail that help in managing emails effectively.		CO1	L1
	(b)	Differentiate between Google Docs and Google Chat.		CO2	L4
	(c)	Explain how Google Calendar can be integrated with Gmail to improve scheduling efficiency.		CO1	L2
	(d)	Judge which tool (Google Meet or Google Chat) is better for group discussions, and give one reason.		CO2	L5
Q. 2		Attempt any TWO of the following.	[15]	Course Outcome	Knowledge Level
	(a)	Explain why transitions and animations are useful in Google Slides.		CO2	L2
	(b)	Demonstrate how you would add a video to a Google Form question.		CO2	L3
	(c)	Compare Google Forms and Google Sheets. How do they serve different purposes in data collection and analysis?		CO2	L4
	(d)	Evaluate the usefulness of Google Sites for small businesses. Do you think it is better than traditional websites? Give one reason.		CO2	L5
Q. 3		Attempt any TWO of the following.	[15]	Course Outcome	Knowledge Level
	(a)	Explain the difference between impact and non-impact printers with examples.		CO3	L2
	(b)	Compare RAM and ROM in terms of purpose and usage.		CO3	L4
	(c)	Define a computer and list four of its basic characteristics.		CO4	L1
	(d)	Differentiate between primary memory and secondary memory in a computer?		CO3	L4

Q. 4		Attempt any TWO of the following.	[15]	Course Outcome	Knowledge Level
	(a)	Define an operating system and name any three of its services.		CO5	L1
	(b)	Compare the OSI model and TCP/IP model. How are they similar and different?		CO5	L4
	(c)	Differentiate between Internet, Intranet, and Extranet with examples		CO6	L4
	(d)	Demonstrate how you would use a DOS command to create a new directory.		CO4	L3

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