NEP - Semester End Examination – October 2025

Program: F.Y.B.COM (MS) – SEM I	**Course:** IT_Google Workspace
Program Code: UGMS02	**Course Code:** NUMS103

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)	Describe the steps to schedule an email in Gmail. Why is this feature useful in professional settings?		CO1	L2
	(b)	Explain the process of creating and managing a shared folder on Google Drive. How can permissions be customized?		CO2	L2
	(c)	Describe the process of adding images, hyperlinks, and tables in Google Docs. What is the purpose of voice typing in Docs?		CO2	L2
	(d)	How can we translate content in Google Docs into another language? Explain the steps.		CO2	L3
Q. 2		Attempt any TWO of the following.	[15]	Course Outcome	Knowledge Level
	(a)	Write steps to create a sample budget in Google Sheets and explain how the SUM and IF functions are used in real-life scenarios.		CO2	L3
	(b)	Explain the process of inserting audio and video in Google Slides. How does it enhance a presentation?		CO2	L3
	(c)	What are the different types of questions that can be added in Google Forms? Give examples.		CO2	L2
	(d)	Describe how themes and slide transitions improve the effectiveness of a Google Slides presentation.		CO2	L4
Q. 3		Attempt any TWO of the following.	[15]	Course Outcome	Knowledge Level
	(a)	Define a computer. Explain four characteristics of a computer with examples.		CO3	L1
	(b)	Write a short note on five generations of computers highlighting the key characteristics used in each generation.		CO3	L1

				Course Outcome	Knowledge Level
	(c)	Define an algorithm. Write a step-by-step algorithm to find the sum of two numbers.		CO3	L3
	(d)	Write a short note on RAM and ROM.		CO3	L1
Q. 4		Attempt any TWO of the following.	[15]	Course Outcome	Knowledge Level
	(a)	Define an Operating System. Explain its types.		CO4	L1
	(b)	List and explain any five services provided by an operating system with examples.		CO4	L1

	(c)	Explain the following:
		  i. Hub
		  ii. Switch
		  iii. Router
		  iv. Modem
				CO5 & CO6	L2

	(d)	Explain below listed network topologies with advantages and disadvantages.
		  i. Bus topology
		  ii. Ring topology
		  iii. Star topology
				CO5 & CO6	L4

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