

Class: B.Com Group: Computers Subject title: Information Technology

Short Answer Questions(4m)

1. Define Computer.
2. Types of Memory
3. Hardware and Software
4. Secondary storage devices
5. Operating system
6. Virus and types of virus
7. Disk Operating System
8. Cryptology
9. Booting Process
10. Limitations of a computer
11. Wildcard characters
12. Word Processing
13. Character Map
14. Mail Merge
15. Creating and Saving the Document
16. Applications of MS-Excel
17. Spread Sheet
18. Functions of Excel
19. Cell References
20. Custom Animation
21. Slide sorter view
22. FTP
23. HTTP
24. Internet and WWW
25. E-Mail
26. Multimedia
27. Hyperlink
28. Applications of Multimedia
29. Control panel
30. ISP, Web Browser and Server

Long Answer Questions:

31. What are characteristics of a computer?
32. Explain various input and output devices of a computer.
33. Explain Basic components of a computer
34. Explain Generations of a Computer
35. What are the Types of Operating System?
36. Explain Functions of Operating System.
37. Explain Windows Accessories
38. Explain Internal and External commands
39. Explain features of Word processing.
40. Explain the steps involved in Mail merge.
41. Explain features of Excel.
42. How to create charts and graphs in Excel?
43. Explain parts of Excel window.
44. What is sorting and filtering?
45. What are the features of Power point?
46. Describe the types of views in Power point.
47. Explain the services of Internet.
48. Explain the components and applications of Multimedia.

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