

I S

Subject Title: Basic Computer Skills

Prepared by: Sameena Begum

Year: I

Semester-II

Updated on: 12-02-2020

Unit-1: Understanding of Computer and Word Processing:

1. What is computer? Explain its features.
2. Explain Input & Output devices.
3. Components of computers.
4. Explain in details about computer memory.
5. What is CPU? Explain peripherals of CPU.
6. Define operating system. Explain the functions of operating system.
7. Explain in details about types of operating system.
8. What is control panel and its overview?
9. Explain about window accessories.
10. What is window 7? Explain the components of MS. Word 2010 windows.
11. List the Applications of computer.
14. Differentiate between hardware and software.
15. Discuss concept of computing.
16. Explain about IECT and its applications.
17. Write User interface (GUI).
18. Discuss about opening and closing an application.
19. Write about manipulating windows.
20. What is Desktop? Icons of Desktop.
21. Write functions of MS. word.
22. Procedure of saving a document.
23. Explain in detail about printing a document.
24. What is Hyperlink?
25. What is spell check?
26. Explain Header & Footer.