**Important Question .- I**

**Computer basic and office essential**

**Short and long questions.**

1. **What is computer? What are the applications of computer?**

A computer is an electronic device that manipulates information, or data. It has the ability to store, retrieve, and process data. You may already know that you can use a computer to type documents, send email, play games, and browse the Web.

An application program (software application, or application, or app for short) is a computer program designed to carry out a specific task other than one relating to the operation of the computer itself, typically to be used by end-users.

1. **What is MS word? Features of MS word.**

**Microsoft Word :**

* A Word processor is a computer program for processing words.
* A Word processor software provides a general set of tools for entering, editing, and formatting text.
* A word processor has everything that a conventional typewriter has. It provides various useful features that cannot be done on a typewriter.

**Features :**

* **Fast Typing:** Text in a word processor becomes fast since there is no associated mechanical carriage movement.
* **Editing functions:** Any type of correction (insert, delete, change, etc.) can be easily done as and on demand.

**Formatting functions:** Entered text can be created in any form and style (bold, italic, underline, different fonts, etc.). Graphics Provides the ability to insert drawings into documents, making them more useful.

**Alignment:** You can align your text as you like, for example, left, right, or centered. You can even make a box set, i.e, aligned from both sides.

**Search and Replace:** You can search for a specific word in the entire document and replace it with another word.

1. **What do you mean by Microsoft Excel? Explain a few useful functions which are used in Microsoft Excel.**

Excel is a spreadsheet program from Microsoft and a component of its Office product group for business applications. Microsoft Excel enables users to format, organize and calculate data in a spreadsheet**.**

1. **What do you mean by Ribbon in Microsoft Excel?**
2. **What is PowerPoint? What are features of PowerPoint?**
3. **Explain the OSI Model starting its important in network architectures?**

The OSI Model (Open Systems Interconnection Model) is a conceptual framework used to describe the functions of a networking system. The OSI model characterizes computing functions into a universal set of rules and requirements in order to support interoperability between different products and software. In the OSI reference model, the communications between a computing system are split into seven different abstraction layers: Physical, Data Link, Network, Transport, Session, Presentation, and Application.

Created at a time when network computing was in its infancy, the OSI was published in 1984 by the International Organization for Standardization (ISO). Though it does not always map directly to specific systems, the OSI Model is still used today as a means to describe Network Architecture.

The 7 Layers of the OSI Model

Physical Layer, Data Link Layer, Network Layer, Transport Layer, Session Layer, Presentation Layer, Application Layer

1. [**What is network topology and types of network topology?**](https://afteracademy.com/blog/what-is-network-topology-and-types-of-network-topology/)
2. **What are the different types of OS?**

**Batch OS:** It will work to submit similar kinds of job together.

**Time sharing os:** the cpu will provide same time to each and every process to complete it’s task. Whether it is a short or long process it will provide same time to every process.

**Distributed os:** when many computers are interconnected to each other through a network for the purpose of sharing their tasks then it’s called distributed os.

**Network os:** It have a server that connect any other client computer so they can easily share our photos, files etc. (storage, backup, services)

**Real time os:** real time os serves as a real time system. These os are used when time requirements is very strict like robot traffic signal etc.

Soft real time os: less strict time response.

hard real time os:very strict time response.

1. **Define Computer? Also explain the various features of computer system.**
2. **Explain in detail the history of computer; also explain the evolution process of it.**
3. **Draw a block diagram of basic components of a computer system. Explain each component in detail.**
4. **Explain the various characteristics of computer system?**
5. **Explain the input and output devices with their full description.**
6. **Explain the types of various computers.**
7. **What do you understand by computer network? Explain the different types of computer network.**
8. **Compare between LAN, MAN & WAN network**
9. **What is protocol? Explain the TCP/IP protocol suite.**
10. **Write four differences between each of the following:**

**a) Router and Gateway**

**b) Ring topology and Star topology**

1. **What is communication media in Networking? List two physical communication media.**
2. **Explain the difference between internet & intranet.**
3. **Write short note on a) DNS b) ISP( internet service provider) c) Web Search engine d) firewall**
4. **What is OSI model? Explain the different layers of OSI model**
5. **What is Word processor? Explain different features of word processing.**
6. **Explain the process of adding header & footer in word document and also putting page number.**
7. **What is power point presentation? Explain its advantages & features.**
8. **What is the use of filter in ms-excel explain?**
9. **What are the macros in ms-excel?**

### Which formatting features can be added to the MS Word document?

1. **What are the common MS Excel formulas?**

### What is Computer Hardware?

### What is Computer Software?

### What is a Computer Network?

### What are the Network Topologies.

1. **What are the important network devices?**

### Write the History of the Operating System

### What are the Types of Operating System

### what are the Functions of Operating System

### What do we mean by Files?

### What Kinds of Files Are There?

### What are input & output devices?

1. **What do you mean by Computer storage?**

### What do you mean by Windows?

### Write the name of different I/O ports?

### What is meant by plug and play cards?

### Explain the typical causes of computer failures?

### Write a note on components of motherboard?

### What are the different types of storage classes?

### What is Data?

### What is Information?

1. **Differentiate Between Primary and Secondary Memory**

### Differentiate Between ROM and RAM

### What is data Processing System?