**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?**
4. [**What is network topology and types of network topology?**](https://afteracademy.com/blog/what-is-network-topology-and-types-of-network-topology/)
5. **What is the main purpose of an Operating Systems(OS)? What are the different types of OS?**
6. **Define Computer? Also explain the various features of computer system.**
7. **Explain in detail the history of computer; also explain the evolution process of it.**
8. **Draw a block diagram of basic components of a computer system. Explain each component in detail.**
9. **Explain the various characteristics of computer system?**
10. **Explain the input and output devices with their full description.**
11. **Explain the types of various computers.**
12. **What do you understand by computer network? Explain the different types of computer network.**
13. **Compare between LAN, MAN & WAN network**
14. **What is protocol? Explain the TCP/IP protocol suite.**
15. **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?