

UNIT-1

- 1) What are the different input/output devices? Explain their limitations
- 2) Explain the components of a computer system with the help of a block diagram.
- 3) What is a central processing unit? Explain each component of the CPU?
- 4) Explain: RAM, ROM, PROM, EPROM, and EEPROM
- 5) Explain different types of memories?
- 6) Explain the Generations of computers?

Short Questions:

- 1) Define computer
- 2) Explain the following 1) CPU 2) CU 3) ALU 4) OMR
- 3) Write short notes on
  - 1) Track Ball
  - 2) Joystick
  - 3) Lightpen

## UNIT - II

- 1) Explain the internal and external commands in MS-DOS
- 2) Explain various types of operating system?
- 3) What is computer virus? what are various types of viruses?
- 4) What is an operating system? Explain the functions of operating systems.
- 5) Explain different versions of windows

### Short Question :

- 1) Write a short note on 1) cryptography 2) CRYPTOLOGY
- 2) What is DOS command?
- 3) What is booting process?
- 4) What is computer viruses?
- 5) What is computer security?

## Unit - III

- \* Explain Procedure of Mail-merge
- \* ~~What are the contents of~~
- \* What are Header and Footer? Explain the Steps to insert Header and Footer.
- \* Explain Procedure of MACRO in MS-Word?
- \* Explain the contents of the formatting tool bar in MS-Word
- \* What are the features available for Edit menu in MS-Word
- \* What are the features available for Insert menu in MS-Word
- \* What are the features of MS-Word? Explain the use of Clip and Figures in MS-Word.
- \* How to create a Simple table? Explain the process by using the following methods: 1) using table button 2) using the table menu

### Short question

- \* Describe macro toolbar.
- \* What is a word Processor?
- \* What is meant by menu Bar?
- \* What is scroll bar?



## Unit IV

- \* How do you enter a formula in Spread Sheet? Explain different Charts and Graphs in Excel.
- \* Explain the Steps for entering formula in Excel.?
- \* Explain Menu Bar and tool Bar in excel ?
- \* ~~Explain the use of function in MS-Excel.~~
- \* Explain various charts of excel. write the process of drawing chart.
- \* What is an electronic Spreadsheet? Explain its advantages
- \* What are the functions and operators in MS-Excel

### Short question

- \* Explain about cutting, copying, and pasting in Excel
- \* Define a cell
- \* How many rows and columns are present in a Spread Sheet
- \* Define rows. and column ?
- \* What is & Chart ?
- \* What is Sorting ?

## Unit V

- \* Explain the process to create a Power Point Presentation?  
Briefly explain the uses of animation
- \* Write a Short note: LAN and WAN
- \* Explain the Purpose of multimedia
- \* What are the various views in Power Point?
- \* Explain how the WWW works in internet
- \* Write notes on: 1) Edit menu 2) view menu  
3) Insert menu 4) Format menu
- \* Explain about Internet and Browsing

### Short question :

- \* Define Internet
- \* What is an Email
- \* Define webServer, and web Page
- \* What is HTTP and FTP and TCP/IP
- \* What is an Animation.
- \* What is URL