

## QUESTION BANK

### Computer Fundamentals& Office Management Tools

#### BCA 51T-105

#### UNIT I

- Q1. What is file?
- Q2. What is desktop?
- Q3. What is icon?
- Q4. What is task bar?
- Q5. What is recycle bin?
- Q6. Explain the static and dynamic RAM.
- Q7. What is cache memory?
- Q8. Write short notes on:
- a) Virtual memory
  - b) Static and dynamic memory
  - c) Tablet
  - d) Client and server computer
  - e) Palm top computer
  - f) Mainframe computer
  - g) Cd-R
  - h) Virtual memory
  - i) Memory hierarchy
  - j) Magnetic tap
  - k) Input devices
  - l) Output devices
  - m) Main memory
  - n) Auxiliary storage devices
- Q9. What is the EPROM AND EEPROM?

- Q10. What is the internet?
- Q11. What do you mean by IP address?
- Q12. What are the versions of IP ?
- Q13. How DNS works ?
- Q14. How URL works?
- Q15. What is Protocol ?
- Q16. What do you mean by ports?
- Q17. What are the application layer protocols ?
- Q18. How many types of servers are used in internet?
- Q19. What is the future of internet?
- Q20. What are the functional areas of IETF ?
- Q21. Explain classes of IP address.
- Q22. What are the parts of domain name ?
- Q23. What is firewall?
- Q24. What do you mean by cryptography?
- Q25. Differentiate authentication and authorization.
- Q26. How many types of software are there ? Compare them.
- Q27. What are the major operations of an operating system?
- Q28. Compare Compilers with Interpreters.
- Q29. Explain, with diagram, distributed Data Processing?
- Q30. What is batch processing and where is it used mainly?
- Q31. Explain the work of processing stage in a data processing model.
- Q32. What is meant by value of information?
- Q33. Name 5 qualities of information.
- Q34. What do you mean by on line processing? Explain it.
- Q35. What do you mean by system software? Explain Various system soft.
- Q36. Explain the function of operating system.

- Q37. Explain in brief data processing system.
- Q38. What do you mean by application software. Explain it.
- Q39. What do you mean by Packages? Explain each Package in brief.
- Q40. Explain the multiprogramming.
- Q41. What is multi Processing.
- Q42. Explain the fourth generation language.
- Q43. Write the difference between multiprogramming and multiprocessing.
- Q44. What are the qualities of information?
- Q45. Convert the decimal number 357 into BCD code equivalent.
- Q46. Does the Roman number system (where 2002 is MMII) fit into the positional number system model?
- Q47. Convert (F9.8), to (?) 10
- Q48. Differentiate between save and save as.
- Q49. What do you mean software? Explain various types of software.
- Q50. What is meant by Arithmetic and Logic Unit?

## UNIT II

### MS WORD QUESTIONS

1. What do you mean by ms word?
2. What is the short cut key to open the open dialog box?
3. Where can you find the horizontal split bar on MS Word screen?
4. What happens if you press ctrl + shift+F8?
5. What is data source component?
6. Which input device is not suitable to work with Ms Word?
7. What is the extension of Word files?
8. Which indent marker controls all the lines except first line?
9. How can you disable extended selection mode?
10. How can you break the current column and start a new column immediately?
11. If the number of columns is selected 1 and the line between check box is marked, where is the line drawn?
12. Which tabs on the ribbon is used to find in the document?

13. On which toolbar can you find format painter tool?
14. What is the maximum number of lines you can set for lines to drop box?
15. How many columns can you insert in a word document in maximum?
16. How to apply bullets and numbering in MS word?
17. Which bar shows the current page No.?
18. What is the default font size of a new Word document based on Normal template?
19. What do you understand by Word processing?
20. Describe important features of Ms Word.
21. Enumerate two methods of starting word.
22. What is used to create newspaper style columns?
23. What is Thesaurus?
24. What is watermark?
25. What is gutter margin?
26. Describe the steps to modify the table structure and format a table.
27. What is the difference between copy and cut text?
28. Describe the non-printing characters.
29. Explain the working of ruler.
30. Describe the various options available in the menu bar of MS Word.
31. What are the different types of toolbar?
32. Describe the keyboard methods for navigating between the cells in a table in MS Word document?
33. Describe the steps for setting line spacing?
34. What do you mean by macros?
35. Why drop caps are used in document?
36. What is mail merge? What steps are used to create a mail merge document?
37. Describe the steps for inserting a merge field in your document and correcting errors in mail merge field.

### UNIT III

#### MS EXCEL QUESTIONS

1. What is the extension name of MS Excel file?
2. How can we define a cell?
3. What is the default name of work sheet when we open a new excel file?
4. What is spread sheet?
5. What is the importance of auto fill feature of excel?
6. How can we define the data in cells with its addressing?

7. How can we differentiate between a formula and a normal text?
8. In which toolbar ribbon the text direction option is available?
9. In which toolbar auto sum option is available?
10. What is ribbon in MS Excel 2007?
11. How can we highlight the selected text?
12. What is the difference between wrap text and
13. Which function is used to change the cell text from lower case to upper case?
14. What is the short cut key to insert a link and a new worksheet?
15. What is the use of formula bar in ms excel?
16. Differentiate between sum and count function.
17. How can we define data range in chart wizard?
18. Differentiate between relative cell addressing and absolute addressing.
19. Explain the importance of spread sheet package?
20. Write steps to create the following data on excel work sheet Roll\_no , Name,Class,Marks1,Marks2,Marks3  
Perform the following operations on word sheet
  1. Add 10 records in it
  2. Change the font with 12 size, times new Roman
  3. Make the fields name bold.
21. What is the use of sort and filter option in excel? Write the steps to apply sort and filter on data.
22. How can we find the data in an excel work sheet? How can we search and change the existing data with the new data in a work sheet?
23. Write short note on the following functions:
  - a. Average()
  - b. Max()
  - c. Min()
  - d. Proper()
  - e. Ceiling()
  - f. Floor()
24. How can we prepare the chart in MS excel? Explain the steps to create bar chart?
25. What is the purpose of pie chart and scatter chart.

#### UNIT IV

#### POWER POINT QUESTIONS

1. What is master slide?
2. Which power point feature allows the user to create a simple presentation quickly? Explain.
3. How to edit organization chart object? Write steps.
4. What is the use for set print area in MS-power point.
5. Explain the use of slide sorter in MS-power point.
6. Why we use master slide in power point?
7. What is the purpose of master slide?
8. Why do we use action button in power point presentation?
9. How to protect a presentation by setting up password on it?
10. What do you understand by motion path in power point?
11. What is a power point presentation? Describe slide transition.
12. What is a power point presentation? Describe custom animation.
13. Explain different type of view available in power point.
14. What do you mean by Hyperlink and action button?
15. How will you use word art in your presentation?
16. Write notes on :
  - a) Header and footer toolbar.
  - b) custom animation.
17. What is the role of tables and charts in PPT? Explain how tables and charts are inserted in power point.
18. Why do we use power point? Discuss various features of power point in detail.
19. Write down the steps to insert the following in any power point presentation.
  - i) Graphics
  - ii) Hyperlink
  - iii) Animation effect
  - iv) Transition effects
20. Write short notes on the following:
  - A. How many ways we use the slide show in power point.
  - B. What is rehearse timing in power point?
  - C. What do you mean by transition in power point?
  - D. Action buttons
  - E. Transitioning power point
  - F. Gradient
  - G. Slide color scheme
  - H. Animating text
  - I. Inserting an image
  - J. Editing an image

- K. Arranging or grouping images
  - L. Cropping and resizing images
21. Explain navigation through slides.
  22. How can we modify a theme?
  23. What is the extension of
  24. What is multimedia?
  25. What is narration?

## UNIT V

### MS-ACCESS QUESTIONS

- Q1. What do you mean by MS Access? Explain its uses in Database?
- Q2. What is the role of query in MS Access?
- Q3. What are the roles of tables in database? How will you create tables in MS Access?
- Q4. What are forms? How will you design a form in Access?
- Q5. What is the use of Reports? How will you print report as per user requirement?
- Q6. What are the types of relationship?
- Q7. What do you mean by property sheet in Forms of MS Access?
- Q8. What are the types of Query?
- Q9. What are different views of forms?
- Q10. What do you mean by field in database?
- Q11. How many types of keys are available in MS Access?
- Q12. What do you mean by:
  - a. Table
  - b. Report
  - c. Forms
  - d. Query
  - e. Relationships
  - f. Sorting
  - g. Hyperlinks
- Q13. What is DBMS? Explain different types of DBMS in detail.
- Q14. Explain any 5 advantages and disadvantages of database management system?
- Q15. What do you mean by data types? Explain various datatypes supported by MS Access.
- Q16. What is primary key and foreign key? How do we create single and compound primary key in MS access?

- Q17. Describe a database planning in MS-Access.
- Q18. How duplicate Query Wizard is helpful?
- Q19. What are the different view to display a table? Explain.
- Q20. What is degree of relation?
- Q21. What is an auto report?
- Q22. Why “lookup wizard” is used in MS access?
- Q23. What is an auto form?
- Q24. Explain query parameter?
- Q25. What are the steps to append the query?
- Q26. Define the term common filter.
- Q27. In which group of commands the “sort and filter” command can be found?
- Q28. Explain filtering?
- Q29. Define indexing a database.
- Q30. What is the full form of SQL?
- Q31. What is the extension of Access Database File?