

## UNIT 1

- 1) What is Digital Computer
  - 2) Define the Block Diagram of digital computer
  - 3) What is input unit
  - 4) What is output unit
  - 5) Write 5 input device name
  - 6) Write 5 output device name
  - 7) Write down micro computer
  - 8) Write down the mainframe computer
  - 9) Write down the mini computer
  - 10) What is super computer
  - 11) What is storage device
  - 12) What is memory
  - 13) What is computer code
  - 14) What is BCD code
  - 15) What is EBCD
  - 16) What is Gray code
  - 17) What is Access 3 Code
  - 18) What is ASCII Code
  - 19) What is Key board
  - 20) What is mouse
  - 21) What is Scanner
  - 22) What is MICR
  - 23) What is Bar code Reader
  - 24) What is OCR
  - 25) What is OMR
  - 26) What is Non volatile memory
  - 27) What is volatile Memory
  - 28) What is EPROM
  - 29) What is ROM
  - 30) What is PROM
  - 31) What is EEPROM
  - 32) What is RAM
  - 33) Different between Static ROM and Dynamic ROM
  - 34) What is High level Language
  - 35) What is medial Level Languages
  - 36) What is Low level Languages
  - 37) What is Hardware
  - 38) What is software
  - 39) What is System software
  - 40) What is Application software
  - 41) Write the Type of system software
  - 42) What is complier
  - 43) What is interpreter
  - 44) What is assembler
  - 45) What is Loader
  - 46) What is linker
  - 47) Write the type of application software
  - 48) What is computer network
  - 49) What is peer to peer computer network
  - 50) What is client to server network
  - 51) What is LAN
  - 52) What is WAN
  - 53) What is MAN
  - 54) Different between LAN,MAN,WAN
  - 55) What is topology? Type of topology
  - 56) What is Intranet
  - 57) What is internet
  - 58) What is internetworking tool
  - 59) What is bridge
  - 60) What is repeater
  - 61) What is ESC key
  - 62) What is DEL key
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## **UNIT 2**

- 1) What is operating system
  - 2) Write the function of operating system
  - 3) Write the type of operating system
  - 4) What is real time of operating system
  - 5) What is time shearing system
  - 6) What is Batch operating system
  - 7) What is interactive OS
  - 8) What is memory management
  - 9) What is device management
  - 10) What is DOS
  - 11) What is internal command
  - 12) What is external command
  - 13) Write different between internal and external command
  - 14) What is file management
  - 15) What is signal user OS
  - 16) What is multiuser OS
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## **UNIT 3**

- 1) What is MS office
- 2) What is Word Processing
- 3) What is MS word
- 4) How open the new blank word file
- 5) What is Formatting tool bar
- 6) What is ribbon TAB

- 7) What is Margin in ms word
  - 8) What is quick access tool bar
  - 9) What is table handling in ms word
  - 10) How to create a table in ms WORD
  - 11) How delete table in ms Word
  - 12) What is office button
  - 13) What is mail merge
  - 14) Write the step for creation in mail merge
  - 15) What is status bar in ms word
  - 16) How to insert text in text box
  - 17) What is font styles
  - 18) What is font in MS word
  - 19) What is Spread sheet
  - 20) What is ms excel
  - 21) What is cell in ms excel
  - 22) How to edit in ms excel
  - 23) How to merge the cell in ms excel
  - 24) How to working retrieval in ms excel
  - 25) Write the five short cut key in ms excel
  - 26) What is function in ms excel
  - 27) What is Formula in ms excel
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## **UNIT 4**

- 1) what is power point
  - 2) How to create new blank power point
  - 3) What is elements of Power point
  - 4) How to deliver the presentation in power point
  - 5) What is concept of 4 P(planning, preparation, practice and presentation)
  - 6) What is ways of handling presentations in power point
  - 7) How to create the animation effect in power point
  - 8) How to create the Multimedia effect in power point
  - 9) How to add the effect in power point slide
  - 10) What is slide in power point
  - 11) What is transition effect in power point
  - 12) How to add music in power point
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## **UNIT 5**