F.Y. B.VOC (ECDM)

ECDM102 – Fundamental of IT

Question Bank

Q1. Fill in the Blanks. / Choose the correct alternative.

1) We may define *computer as a device that.........................data*.
   a) machine b) familiar c) transforms d) transfer

2) Computer is an......................... device.
   a) mechanical b) electrical c) electronic d) element

3) A group of 4 bits is known as a........................
   a) nibble b) byte c) word d) bit

4) We determine the speed of computer in terms of .... second or ....second.
   a) mini , micro b) micro, nano c) mini, nano d) fraction, mini

5) The Egyptian and Chinese people developed the first calculating device called.........................
   a) ABACUS b) Napier's c) Pascal's d) Leibniz's

6) Microsecond means......................... part of a second.
   a) 10^{-6} b) 10^{-9} c) 10^{-12} d) 10^{-2}

7) To display the page horizontally.........................orientation is used.
   a) Portrait b) Landscape c) Narrow d) Normal

8) Algorithm should be clear and.........................
   a) ambiguous b) unambiguous c) finiteness d) infiniteness

9) In word, the minimize / maximize buttons are present in the.........................corner of the word window.
   a) upper right b) lower right c) upper left d) lower left

10) The command used to revert to the previous action is.........................
    a) Press Ctrl +Z b) Click File Tab, choose Exit c) Click File Tab, choose close d) Press Quick Access Menu.

11) In excel cells are formed by.........................&.........................
    a) X-axis & Y-axis b) rows & columns c) graphs & charts d) marks & symbols

12) The default numbers of worksheets present in a workbook are.........................
    a) 1 b) 2 c) 3 d) 256

13) The ALU and CU jointly known as.........................
    a) RAM b) ROM c) CPU d) none of the above

14) Procedure for saving a copy of document...........................
    a) Click on Save As   b) Ctrl S   c) Ctrl C   d) Ctrl V

15) In excel, the mathematical expressions referred to as..........................
    a) Labels   b) Numbers   c) Dates   d) Formulas

16) The default extension for the created presentation is..........................
    a) .ppt   b) .pptx   c) .ppsx   d) .pptm

17) ALU stands for...........................
    a) Algorithm Logic Unit   c) Arithmetic Control Union
    b) Arithmetic Logic Unit   d) Algorithmic Logical Union

18) The primary storage is referred to as.......................... because it is possible to randomly select and use any location of the memory directly store and retrieve data.
    a) Random Access Memory (RAM).   c) Erasable Programmable Read Only Memory(EPROM).
    b) Programmable Read Only Memory (PROM).   d) Read Only Memory (ROM).

19) Nanosecond means...........................part of a second.
    a) 10^{-6} b) 10^{-9} c) 10^{-12} d) 10^{-2}

20) Shortcut key for paste text...........................
    a) Ctrl P   b) Ctrl S   c) Ctrl C   d) Ctrl V

Q2. True or False.

1) Computer does not have feelings or emotion, taste, knowledge and experience.

2) MS Word is not used for simple word processing applications only.

3) Microcomputer is at the lowest end of the computer range in terms of speed and storage capacity.

4) Simple cell is the one in which information is being entered.

5) The major operations performed by the ALU are addition, subtraction, multiplication, division, logic and comparison.

6) Autocorrect is used for error correction as well as formatting.

7) MS word marks certain typing patterns as errors.

8) Vertical alignment is done by using alignment toolbar buttons.

9) In excel, if the text is too long , it is display in the right side of the cell as if they are empty.

10)   By default, Excel enters time as AM.

11)   Excel considers leading plus sign.

12)   In Excel, when we select Wrap text option, all the text in a single cell is displayed on multiple lines.

13)   In Power Point tabs are designed to be task oriented.

14) In Power Point, title bar represents the name of the presentation.

15) In Power Point, status bar displays Save, undo and repeat buttons.

16) In Power Point, in the design view one can see the consistency & the flow of presentation.

17) An organization chart is the graphical representation of the structure of an organization.

18) Mozilla Firefox is the one of the popular web browser.

19) The process of producing results from the data for getting useful information is called input.

20) Control Unit, which acts like the supervisor seeing that things are done in proper fashion.

Q3. Write answer in one sentence.

1) How many kinds of computer memory?

2) The computer takes inputs in which form?

3) In which memory the storage of program and data is permanent?

4) What is a computer?

5) PROM is which type of memory?

6) The personal computer that you see today is in which generation of computer?

7) The memories which do not loose their content on failure of power supply are which type of memories?

8) Secondary memory is also called as?

9) The magnetic tapes and magnetic disk are which type of memory?

10) Define Word Processor.

11) Is Mouse an output device?

12) Is Printer an important output device?

13) What is input device?

14) What is output device?

15) What is cache memory?

16) Shortcut key for saving a copy of document.

17) Step for opening MS Word.

18) Shortcut key for finding a particular text from documents.

19) Floppy Disk

20) Shortcut key for copy a particular text of document.

21) Registers

22) Magnetic Tape

23) Which types of options are for page setup?

24) Which button is used for closed the window?

25) List the primary memory.

26) In list the secondary memory are?

27) Define Algorithm.

28) Define Flowchart.

29) PROM

30) EPROM

Q4. Short notes.

1) What is a computer? Why is it known as data processor?

2) What are the important characteristics of computer?

3) Explain various types of computers.

4) What are the five basic operations performed by the computer?

5) Define ALU, CU and CPU.

6) Distinguish between impact and non-impact printers.

7) Define soft copy and hard copy terminals.

8) Write short notes on Control Unit.

9) Write short notes on Random Access Memory (RAM)

10) What is the real time examples of computer used?

11) Write down computer application.

12) How insert Tables in a Word document?

13) Write a salient feature of word as a word processor.

14) List the various uses of word processor.

15) List different function of word processor.

16) List the various use of excel.

17) List the various applications of excel.

18) List the various application of Power Point.

19) Write various use of power point.

20) What are algorithm characteristics?

Q5. Write answers in 40-50 words.

1) Draw a block diagram to illustrate the basic organization of computer system and explain the function of various units.

2) Differentiate between RAM and ROM.

3) Distinguish between PROM and EPROM.

4) Explain the four views Power Point offers to look at our presentation in details.

5) Explain how to create a hyperlinked custom shows using Power Point.

6) Explain the features of Power Point window which appear on computer screen when we start Power Point.

7) Explain default number formula available in Excel.

8) Explain various applications of Excel.

9) What are functions? How functions are used in excel?

10)   What are graphs or chart?

11)   How many different types of graphs or charts can be prepared with excel?

12)   Explain the features of Excel windows which appear on computer screen when we start Excel.

13)   Explain various uses of Excel.

14)   How does autocorrect feature perform?

15)   How the task of checking spelling, grammar & readability can be accomplished?

16)   Explain the salient features of Word as a word processor.

17)   Write a note on mail merge.

18)   How to insert Tables in a word document? Explain the table formatting commands also.

19)   What is flowchart? Explain its advantage and disadvantage?

20)   What is algorithm? Explain its advantage and disadvantage?

Q6. Write answers in 90-100 words.

1) Define the term Memory. Differentiate between primary and secondary memory.

2) What do you mean by Computer? Elaborate its applications in details.

3) What do you mean by Computer? Differentiate between RAM & ROM.

4) What are the applications of Computer?

5) Explain the benefits of Computer Basic Concept.

6) Explain the term Computer. What are the different Hardware and Software?

7)Explain different Functional Unit. What are the inter relation between them?

8) Define the term Algorithm. Elaborates it's with example.

9) What is Algorithm? Design an algorithm to add two numbers and display the result.

10) Define the term Flow chart. What are the advantages and disadvantages of flow chart?

11) What do you mean by Algorithm and flowchart? Explain the Algorithm and flow chart with example?

12) Define the term Algorithm. What are the advantages and disadvantages of Algorithm?

13) Define the following terms (any 5):
  a) Computer

  b) Algorithm

  c) Flow chart

  d) CPU

  e) ALU

  f) ROM

14) What are the Pseudo codes? Explain with example.

15) What are the decision tables? Explain with example.

16) Explain different applications of Microsoft and list its components.

17) What is input device? How does it differ from output device?

18) How does autocorrect feature perform? Why is it needed to customize the autocorrect option?

19) Make a list of different groups which are arranges in different tabs on Excel Ribbon.

20) Make a list of different groups which are arranges in different tabs on Power Point Ribbon.