**DHANRAJ BAID JAIN COLLEGE (AUTONOMOUS)**

**Chennai-600097.**

**Soft Skill: Computing Skill-UG/PG COURSES – Question Bank**

**Section A (2 Marks)**

1. RAM stands for random access memory (true/false)

 True

1. Keyboard is an input device (True / False).

True

1. LAN stands　for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.( Local Area Network)
2. Name any two application software’s.

 Ms-word, Spreadsheet, Power point

1. List any two Storage Devices.

 Floppy disk, CD drive, hard disk.

1. Name any two system software’s.

 Computer's Operating System like windows8.1, utility programs like antivirus software, backup software is an example of system software.

1. What do know about Computer?

 A computer is an electronic machine that can store and deal with large amounts of information

1. What do you mean by virus?

 A computer virus is a malicious software program loaded onto a user's computer without the user's knowledge and performs malicious actions.

1. Default extension of MS-Word file is \_\_\_

 Extension is .doc

1. How do you open a file in word document?
* Click the Microsoft Office Button, and then click Open.
* In the File of type list, click OpenDocument Text.
* Click the file you want to open, and then click Open.
1. How is formatting done in MS-Word.

 When you want to format text in Microsoft Word, you can do it manually, by selecting font, size, color, alignment and other attributes.

1. What are header and footer in MS-Word?

 The header is a section of the document that appears in the top margin, while the footer is a section of the document that appears in the bottom margin. Headers and footers generally contain information such as the page number, date, and document name.

1. What do you mean by File?

 A file is an object on a computer that stores data, information, settings, or commands used with a computer program.

1. List basic attributes of file
* Archive file attribute
* Directory attribute
* Hidden file attribute
* Read-only file attribute
* System file attribute
* Volume label attribute
1. Which PowerPoint view works best for adding slide transitions?

 Slide sorter view

1. Slide sorter can be accessed from which menu?

 View menu

1. To print PowerPoint presentation, press: \_\_\_\_\_\_\_\_\_\_. (Ctrl + P)
2. Name any two functions of ms-excel.

 sum(), averageg(), count().

1. List basic types of graphs in ms-excel:

 Pie chart, bar chart, line chart, column chart

1. xls is the default extension for \_\_\_\_\_ file. (excel)
2. *\_\_\_\_\_\_\_\_\_\_\_* is a cell in which you are currently working. (*Active cell* )
3. Formula palette is used to?

 Create and edit formulas containing functions.

1. List any two charts in ms-excel.

 The four most common are line graphs, bar graphs and histograms, pie charts, etc.

1. www stands for \_\_\_\_\_\_\_\_. (world wide web)
2. What do you mean by e-mail?

 E\_mail means electronic mail.

1. Define Internet.

 The Internet is a global wide area network that connects computer systems across the world.

1. List any two services of internet
* Electronic mail:
* File Transfer Protocol:
* Telnet:
1. Write the format of email-id.

 The format example@mail.com, "example" is the email prefix, and "mail.com" is the email domain.

1. Define network.

 A network is defined as a group of two or more computer systems linked together. There are many types of computer networks.

1. What is meant by web browser?

A web browser is a software application for accessing information on the World Wide Web.

**Section B (6 Marks)**

1. **Explain computer Hardware.**

Hardware refers to the physical elements of a computer. This is also sometime called the machinery or the equipment of the computer. Examples of hardware in a computer are the keyboard, the monitor, the mouse and the central processing unit. However, most of a computer's hardware cannot be seen; in other words, it is not an external element of the computer, but rather an internal one, surrounded by the computer's casing (tower). A computer's hardware is comprised of many different parts, but perhaps the most important of these is the motherboard. The motherboard is made up of even more parts that power and control the computer.

In contrast to software, hardware is a physical entity. Hardware and software are interconnected, without software; the hardware of a computer would have no function. However, without the creation of hardware to perform tasks directed by software via the central processing unit, software would be useless.

Hardware is limited to specifically designed tasks that are, taken independently, very simple. Software implements algorithms (problem solutions) that allow the computer to complete much more complex tasks.

1. **Explain software in detail.**

Software, commonly known as programs or apps, consists of all the instructions that tell the hardware how to perform a task. These instructions come from a software developer in the form that will be accepted by the platform (operating system + CPU) that they are based on. For example, a program that is designed for the Windows operating system will only work for that specific operating system. Compatibility of software will vary as the design of the software and the operating system differ. Software that is designed for Windows XP may experience a compatibility issue when running under Windows 2000 or NT.

Software is capable of performing many tasks, as opposed to hardware which can only perform mechanical tasks that they are designed for. Software provides the means for accomplishing many different tasks with the same basic hardware. Practical computer systems divide software systems into two major classes:

**System software**: Helps run the computer hardware and computer system itself. System software includes operating systems, device drivers, diagnostic tools and more. System software is almost always pre-installed on your computer.

**Application software**: Allows users to accomplish one or more tasks. It includes word processing, web browsing and almost any other task for which you might install software.

1. **How do you open a new document in MS-Word?**

**To create a new blank document:**

* Click the Microsoft Office button.
* Select New. The New Document dialog box appears.
* Select Blank document under the Blank and recent section. It will be highlighted by default.
* Click Create. A new blank document appears in the Word window.
1. **How is paragraph alignment done in Ms-Word?**

 You can change the alignment of any paragraph by using the appropriate tools on the Formatting toolbar.

There are four types of paragraph alignment you can set within Word:

* **Left-aligned**. All lines in the paragraph bind up against the left text margin. No extra spaces are added to the line.
* **Center-aligned**. All lines in a paragraph are centered between the left and right text margins. No extra spaces are added to the line.
* **Right-aligned**. All lines in a paragraph bind up against the right text margin. No extra spaces are added to the line.
* **Justified.** All lines in a paragraph are expanded so they bind up against both the left and right text margins. Space is added, between words and characters, as necessary to fill out the line.
1. **How to add picture, shape or chart in PowerPoint**.

**Add a picture, shape, or chart**

1. Select Insert.
2. To add a picture:
* Select Picture.
* Browse for the picture you want and select Insert.
1. To add a shape, art, or chart:
* Select Shapes, SmartArt, or Chart
* Select the one you want
1. **What is the difference between Animation and Transition? Which view can be used to insert and test the:**
2. **Animation effects and**
3. **Transition effects**

Animation refers to special sound and visual effects that can be added to text or other objects to make them appear as dynamic rather than static images. Transition on the other hand refers to special effects that can be added on the entrance of a slide during a slide show. Each slide can have only a single transition effect but multiple animation effects as each object on the slide can have different effects.

* The Slide view can be used to insert and test the Animation effects
* The Slide view and the Slide Sorter View can be used to insert and test the Transition effects.
1. **List of Excel Logical Functions:**

Boolean Operator Functions

**AND** Tests a number of user-defined conditions and returns TRUE if ALL of the conditions evaluate to TRUE, or FALSE otherwise

**OR** Tests a number of user-defined conditions and returns TRUE if ANY of the conditions evaluate to TRUE, or FALSE otherwise

**XOR** Returns a logical Exclusive Or of all arguments

**NOT** Returns a logical value that is the opposite of a user supplied logical value or expression

1. **How are charts useful in Excel? Compare any three chart types available in Excel.**

Charts are useful as they are an excellent tool to present data in a worksheet in a visually appealing format which aids in analyzing and comparing data. Three chart types available in Excel are:

* **Pie Chart** – It shows the proportional size of data that make up a data series and is useful when we want to emphasize a significant element.
* **Column Chart** – A column chart shows data changes over a period of time or illustrates comparisons among items.
* **Bar Chart** – It illustrates comparisons among individual items. Categories are organized vertically, values horizontally to focus on comparing values and to place less emphasis on time.
1. **Discuss features of e-mail.**

 Ability to attach file(s) along with the message is one of the most useful features of email. The attachment may be a word document, PowerPoint presentation, audio/video files, or images.

Address book feature of a mail program allows the users to store information about the people whom they communicate regularly by sending emails.

MIME is acronym of Multipurpose Internet Mail Extensions. MIME compliant mailer allows us to send files other than simple text i.e. It allows us to send audio, video, images, document, and pdf files as an attachment to an email.

1. **Write a short note on web browser.**

Web Browser is an application software that allows us to view and explore information on the web. User can request for any web page by just entering a URL into address bar.

Web browser can show text, audio, video, animation and more. It is the responsibility of a web browser to interpret text and commands contained in the web page.

Earlier the web browsers were text-based while now a days graphical-based or voice-based web browsers are also available. Following are the most common web browser available today:

|  |  |
| --- | --- |
| **Browser** | **Vendor** |
| Internet Explorer | Microsoft |
| Google Chrome | Google |
| Mozilla Firefox | Mozilla |
| Netscape Navigator | Netscape Communications Corp. |
| Opera | Opera Software |
| Safari | Apple |

**Section C (10 Marks)**

1. **Describe the classification of computers.**

The computer systems can be classified on the following basis:

1. On the basis of size
2. On the basis of functionality

**Classification on the basis of size**

1. **Super computers**: The super computers are the most high performing system. A supercomputer is a computer with a high level of performance compared to a general-purpose computer. The actual Performance of a supercomputer is measured in FLOPS instead of MIPS.
2. **Mainframe Computer**: A very large and expensive computer capable of supporting hundreds, or even thousands, of users simultaneously. mainframes are more powerful than supercomputers because they support more simultaneous programs. But supercomputers can execute a single program faster than a mainframe.
3. **Mini Computer**: A midsized computer. In size and power, minicomputers lie between workstations and mainframes. A minicomputer is a multiprocessing system capable of supporting from 4 to about 200 users simultaneously.
4. **Micro Computer or Personal Computer**
* Desktop Computer: a personal or micro-mini computer sufficient to fit on a desk.
* Laptop.

Computer: a portable computer complete with an integrated screen and keyboard. It is generally smaller in size than a desktop computer and larger than a notebook computer.

**Classification on the basis of functionality**

1. **Analog Computer**

 An analog computer is a form of computer that uses continuous physical phenomena such as electrical, mechanical, or hydraulic quantities to model the problem being solved.

1. **Digital Computer**

 A computer that performs calculations and logical operations with quantities represented as digits, usually in the binary number system

1. **Hybrid Computer (Analog + Digital)**

 A combination of computers those are capable of inputting and outputting in both digital and analog signals. A hybrid computer system setup offers a cost effective method of performing complex simulations.

1. **Explain the types of network.**

Computer Networks fall into three classes regarding the size, distance and the structure namely: LAN (Local Area Network), MAN (Metropolitan Area Network), WAN (Wide Area Network).

**A local area network (LAN**) is a group of computers and associated devices that share a common communications line or wireless link to a server. Typically, a LAN encompasses computers and peripherals connected to a server within a distinct geographic area such as an office or a commercial establishment. Computers and other mobile devices use a LAN connection to share resources such as a printer or network storage.

A local area network may serve as few as two or three users (for example, in a small-office network) or several hundred users in a larger office. LAN networking comprises cables, switches, routers and other components that let users connect to internal servers, websites and other LANs via wide area networks.

**MAN (Metropolitan Area Networks)**

MAN stands for Metropolitan Area Networks is one of a number of types of networks. A MAN is a relatively new class of network. MAN is larger than a local area network and as its name implies, covers the area of a single city. MANs rarely extend beyond 100 KM and frequently comprise a combination of different hardware and transmission media. It can be single network such as a cable TV network, or it is a means of connecting a number of LANs into a larger network so that resources can be shared LAN to LAN as well as device to device.

**WAN (wide area network)**

A wide area network (WAN) is a geographically distributed private telecommunications network that interconnects multiple local area networks (LANs). In an enterprise, a WAN may consist of connections to a company's headquarters, branch offices, cloud services and other facilities. Typically, a router or other multifunction device is used to connect a LAN to a WAN. Enterprise WANs allow users to share access to applications, services and other centrally located resources.

1. **Explain Edit menu in MS Word.**

This menu choice is frequently used to edit the data you enter in your document. If you make a mistake, you can do this to correct the problem by doing
Edit  Undo.
If you want to change to the previous action click
Edit  Repeat.
My favorite in Edit menu is cut and paste. If you want to copy a bunch of lines or an image into your document, the easiest way to do is to use Cut/Copy/Paste feature. This is what you do. Select the portion you want to copy by moving the mouse on it, hold the left button down and move the mouse over the section to be copied. Keeping the mouse cursor on the portion, go to
Edit  Cut 
Edit  Copy 
Then select the point where you would like to enter the data and do this
Edit  Paste 
This will insert all the section in the new location. What the program does is make a copy of the highlighted section and put it on a clipboard. It then removes it from the clipboard and inserts into the new location. The difference between Cut and Copy is that the latter makes a copy of the original without removing it from the source document.
If you want to clear some text from your document, you can do one of three things. The first one I think is the easiest, once you get familiar with it
1. Highlight the text by holding the left button on the mouse, drag the mouse over the text you want removed. Let go of the left button on the mouse. While keeping the focus (arrow) on the highlighted text, click the right button on the mouse. A drop down menu will appear. Go ahead and click Cut. This will remove the text from the document. You can undo this move by clicking Edit and selecting Undo Cut
2. Highlight the text by holding the left button on the mouse, drag the mouse over the text you want removed. Let go of the left button on the mouse and do this Edit  Clear
3. Highlight the text by holding the left button on the mouse, drag the mouse over the text you want removed. Let go of the left button on the mouse and do this Edit  Cut
there is a difference between the second and the other two methods. In the second one, you cannot paste the highlighted text anywhere else. However whenever you use Edit  Cut, you can copy that text to a different place using Edit Paste

1. **Explain about Find and replace in MS-word.**

|  |  |
| --- | --- |
|  | If you want to find a word or expression in a document, you can use this |

Edit  Find  Type the word  Find Next
When you are done, you can click Close
If you want to replace a word or expression in a document, do the following
Edit  Replace 
Type the first word in Find what,
Type the second word in Replace with  Replace
When you are done, you can click Close
One last thing  under the Edit Menu is the Go To command. This is useful when you want to go to a particular place in the document. You  can choose from line number to section number to page number directly without scrolling through the pages one at a time. It will save you time by using the Go To command like this
Edit  Go To 
Select a choice from Go to what list 
Enter the line number  Goto

1. **Explain the task performed by file management.**

The following are some of the tasks performed by file management of operating system of any computer system:

1. It helps to create new files in computer system and placing them at the specific locations.
2. It helps in easily and quickly locating these files in computer system.
3. It makes the process of sharing of the files among different users very easy and user friendly.
4. It helps to stores the files in separate folders known as directories. These directories help users to search file quickly or to manage the files according to their types or uses.
5. It helps the user to modify the data of files or to modify the name of the file in the directories.
6. **Describe Enhanced Features of ‘Power Point’**.

Enhanced Features of ‘Power Point’: Enhanced features of Power Point include the following:

(1) Modifying the impact of slides – Power Point offers many design options to suit various presentation needs. For instance, objects, graphical bullets and animation can be inserted to a slide. We can also insert sound and video to play in the slide show. By using transitions, presentation’s visual impact can be modified.

(2) Adding Objects – Objects like clip arts, WordArt, tables and charts can be inserted on selected or all slides. For this purpose, Slide view or Normal view is used.

(3) Creating Graphical Bullets – Power Point supports a variety of bullets to enhance the look and clarity of the presentation. Apart from the regular bullets that are available in the ‘Bullets and Numbering’ dialog box, more bullets can be viewed and chosen by clicking the button. Bullets can be created from any picture file also. It is also possible to change the color and size of the bullets.

(4) Adding Transitions and Animation – Power Point offers several special effects and features that can enhance an online presentation. We can use things such as slide transitions, timings, movies, animation etc. Transition can be set with the help of Slide Transition dialog box. It is possible to adjust the speed of the transition by selecting the options button. Slide transitions can also be accompanied with sound effects which can be chosen from the drop-down list of Sounds in the Transition dialog box. Animation can be included on individual slides depending on the content of the slide. Using this feature, title, text, charts and any other graphics can be animated.

1. **Explain spreadsheet**.

A spreadsheet is a sheet of paper that shows accounting or other data in rows and columns; a spreadsheet is also a computer application program that simulates a physical spreadsheet by capturing, displaying, and manipulating data arranged in rows and columns. The spreadsheet is one of the most popular uses of the personal computer.

In a spreadsheet, spaces that hold items of data are called cells. Each cell is labeled according to its placement (for example, A1, A2, A3...) and may have an absolute or relative reference to the cells around it. A spreadsheet is generally designed to hold numerical data and short text strings. Spreadsheets usually provide the ability to portray data relationships graphically. Spreadsheets generally do not offer the ability to structure and label data items as fully as a database and usually do not offer the ability to query the database. In general, a spreadsheet is a much simpler program than a database program.

1. **Discuss about entering data in excel.**

Entering Data in Microsoft Excel Worksheets

* Enter text in Microsoft Excel worksheets.
* Add or delete cells in worksheets.
* Add an outline for your data.
* Enter a hyperlink in a worksheet.
* Use AutoComplete.
* Enter numbers and dates in Microsoft Excel worksheets.
* Use the Fill Handle to add data to cells.
1. **Explain the advantages over networking.**

 Main benefits of networks include:

* File sharing – you can easily share data between different users, or access it remotely if you keep it on other connected devices.
* Resource sharing – using network-connected peripheral devices like printers, scanners and copiers, or sharing software between multiple users, saves money.
* Sharing a single internet connection – it is cost-efficient and can help protect your systems if you properly secure the network.
* Increasing storage capacity – you can access files and multimedia, such as images and music, which you store remotely on other machines or network-attached storage devices.

 Networking computers can also help you improve communication,

1. **Explain about www.**

The World Wide Web is commonly known as *web*. It was launched in 1989 at the European Particle Physics Laboratory in Geneva. It is the latest addition on the Internet to exchange information. It is a network of web servers that stores web pages.
The documents on the web are called web pages. Web pages are created/designed in Hyper Text Markup Language (HTML). The web pages are also known as hypertext documents. A web page may contain simple text, images, and hyperlinks (or simply links). The web pages are connected to each other using hyperlinks. The user can jump from one page to another by clicking the hyperlinks. The web pages are accessed using web browsers. The HTTP (Hyper Text transfer Protocol) protocol is used for communication between browsers and web servers. This protocol works on top of the TCP/IP.
A collection of related web pages is called a website. Each website has a unique address. The websites are stored on computers that are permanently connected to the Internet. These computers are called web servers. The process to store web page on the web server is called publishing the page or uploading the page. Similarly, retrieving web document from server to client computer is called downloading the page