

Q.1. what is Font? What are its types?

Ans: A Font is a set of characters with a particular style and size. Each font is made up of a complete character set in a certain type face and style. The look of the work can be changed by choosing from different Font.

The types of fonts are,

- a) True types font and
- b) Bitmapped type font.

Q.2. what is Screen Saver? What is its necessity?

Ans: Screen Saver is a moving picture pattern. It comes into view on the screen when the computer is not used for a period of time.

Screen Saver is designed to stop screen burn. When an image appears in a fixed position for a period of time, screen burn takes place and to prevent this screen burn screen saver were designed. Although lasted monitor are better designed to stop screen burn yet people are using screen saver for entertainment.

Q.3. What is MODEM? Why do we require a MODEM?

Ans: MODEM is a device by which computer exchange information over telephone lines. Modems are two types- Internal modem and External modem.

The requirement of a modem—

- Getting connected to the internet.
- Exchange Information
- Send and receive faxes

Modem is used for exchanging e-mail, joining a bulletin board system, on-line service like CompuServe and for surfing the internet. There are three types of modems, i.e. desktop modems, portable modems and internal modems.

Q.4. What do you mean by ‘Resolution of Monitor’? How it is measured?

Ans: Resolution is the amount of information that can be shown horizontally or vertically on a visual display unit. The image on a screen is made up of small dots or pixels. When lower resolutions are used, the images on the screen will be larger.

Resolution is measured by no. of pixels horizontally and vertically on the screen. A pixel is the smallest element on the screen. “Pixel” is also known as “Picture element”.

Q.5. Write down the steps to change the drive letter?

Ans: Go to Start → Control Panel → Administrative tools → Computer management → Disk management

Then, right click the partition whose name we want to change (click the white area just below the word ‘volume’) and select “change drive letter and paths”

Q.6. When we delete any file it is not removed permanently. When it goes and how the delete files can be recovered?

Ans: When we delete any file it is not deleted permanently and it goes to the Recycle Bin. It can be recovered at any point of time from the Recycle Bin to its original destination. To recover the deleted file, one has to proceed following steps → Go to Recycle Bin → Right click on the particular file → click to restore.

Then the file will be again on its previous destination.

Q.7. Where are “My documents and folders” are actually stored?

Ans: My documents and folders are actually stored in the C drive (i.e. where the operating system is installed)

Q.8. List some data sources from where MS Excel can import data.

Ans: The data sources from where MS Excel can import data and read the file formats are----

- Lotus 123
- Quattro Pro
- D Base
- HTML
- MS Access etc.

Q.9. what is Microsoft Query? What is its utility?

Ans: Microsoft Query is an Excel add-in program. Using Microsoft Query the user can selectively extract information from a large file on disk without importing the entire file.

Q.10. what is a Protocol? Name four important Protocols?

Ans: The protocol defines a common set of rules and signals that computer on the network use to communicate.

Some important protocols are---

- Ethernet protocol
- Telnet protocols
- FTP (File Transfer Protocol)
- HTTP (Hyper Text Transfer Protocol)
- SMTP (Simple Mail Transfer Protocol)
- IP(Internet Protocol)

Q.11. what do you mean by Mail Merge?

Ans: Mail Merge is a pretty simple concept here we take a document and a set of information and then merge them. When we merge the form letter and the list of names, we can of the document we print will be personalized with a different name and address. A mailing to hundreds of clients can therefore be accomplished by typing the letter once.

Q.12. what is Internet? How is it useful for a student like you?

Ans: Internet is Network of network like telephones computer are connected to each other. It is variety of services, not owned by anybody.

Internet is useful for a student like

1. send and receives Global email,
2. Join discussion groups on any topic imaginable,
3. search for various useful information with image and sound and data,
4. Surf the net, published information provides customer support.
5. Uploading and downloading of various information software's etc.

Q.13. what is a toolbar? How will you display and hide it on your document?

Ans: Toolbars contain buttons, drop-down menus and other controls that help us alter the appearance and arrangement word commands. The most commonly used toolbars are Standard and Formatting toolbars.

To display another toolbar, right click any toolbar, then click the name of the toolbar we want to display.

To hide a toolbar that currently appears on screen, right click on any toolbar, then click the name of the toolbar you want to hide.

Q.14: How will you make columnar document in MS Word?

Ans: We can use columns to format our text on a page. The standard word layout is newspaper style.

Steps-

- Switch to page layout view.
- Select the text.
- Choose page group set up group on the page layout lab, click on columns button.
- Click the pointer to select the number of columns we need.

Q.15: How will you create a database in Excel?

Ans: One of the most common uses of Excel is to help manage a database. Create a database in Excel-

1. Type the field name in a single row of a worksheet. These field names such as Names, Address, and Phone and so on will appear as column headers in our database.
2. Select all the fields' names and apply a style to them, such as bold face, italic or a larger type font.
3. Type the records of our data base (such as information on each client) directly below the field names, one record per row.

Q.16: Write down the steps in for creating desktop icons in windows XP?

Ans: Steps-

1. Click the short button to open the start menu.
2. Click the All programs button and select the program we want to place on our desktop.
3. Right click the program menu and choose send to a Desktop.
4. Desktop icons for the program appear. Double click the icon to start the program. The program entry also remains in the start menu structure.

Q.17: How can you back up in Windows XP? Write the steps.

Ans: To start Back up system recovery:

- Click start – click all programs – click accessories – click system tools and then click back up.
- The back up wizard will start and we will be prompted for information about what we want to back up and where we want to save the back up.

Q.18: How system software is different from application software?

Ans: The term system software is generally used to describe programs that makes computer more adaptable and easy to use. The primary purpose of system software is to control the interactions between hardware components of computer system and software application programs.

Application Software:

Application software is very helpful in writing letters, sorting fields, managing finances, drawing pictures, and analyzing numbers and even playing games. There are popular brands of application software namely word perfect word perfect, Excel, PowerPoint and Microsoft access.

Q.19: Write two advantages of word processing under windows.

Ans: The two advantages of word processing under windows are as follows-

1. Selection of various fonts, font size and font styles easily from the quick access toolbar.
2. Formatting can be done easily compared to the DOS based word processors.

Q.20: What is Operating System? List some of its functions?

Ans: An Operating System is the basic software that controls the computer. It serves as the interface between the user and the computer.

An OS perform two main functions—

1. It controls the hardware and software resources of the computer.
2. It provides a consistent application interface. This ensures that an application made by a programmer on one computer can function on another computer of the same type, even if the two computers have different storage space/memory.

Q.21: What do you mean by animation in PowerPoint?

Ans: We can control how and when text, graphics and other objects appear on our PowerPoint slides. For example, we can make graphics or text items appears one at a time and add visual or sound effects. Animation can aid in focusing attention during a presentation and our slides show more interesting. To set slides show animation options, display the slide that has the objects we want to animate.

Q.22: What are the System requirements for establishing an internet connection?

Ans: The System requirements for establishing an internet connection:

- PC
- MODEM
- Telephone line
- Communication Software—BROWSER
- Internet Account with an ISP(Internet Service Provider)

Q.23: What is the difference between Monitor and Video card?

Ans: **Monitor:** A monitor is display devices that consist of a screen housed in a plastic or metal case. A colors monitor displays text, graphics and video information in colors.

Video Card: A video card is an expansion card. The images shown on the screen are controlled by it. Color depth and resolution of the monitor are determined by video card. A video a video adaptor, video board graphics adaptor, graphics board or graphics card.

SHORT NOTES:

Clip Art: Clip Art is collection of graphics and pictures. Internet clip Art is an easy way to add visual appeal to the document.

Spread sheet: A Spreadsheet is the computer equivalents of a paper leader sheet. It consist of a grid made from columns and rows. There are 256 columns and 65536 rows in a worksheet or spreadsheet. There are 3 numbers of spreadsheet in an Excel Workbook.

PowerPoint: PowerPoint is a complete presentation graphics package. It is a best program to produce a professional looking presentation. PowerPoint offers word processing, outlining, drawing, graphing and presentation management tools all designed to be easy to use and learn. Presentation is made up of series of slides.

Q.24: List the key features of windows 98 which makes it better than Windows 95?

Ans: Five new features make windows 98 more beneficial and better than Windows 95, they are as mentioned below—

1. Easier to use
2. More reliable
3. Application loading, System start-up and shut down times are faster.
4. Web Integration.
5. More entertainment.

Q.25: How Windows 2000 helps in supporting new devices?

Ans: The Windows 2000 helps in supporting new devices in following ways—

- Designed for new generation of ACPI based PSc.
- Buit-in support for hot swapping PC cards.
- Synchronization Manager- all the information accessed while online are Synchronized in one place.
- Plug and play support.
- Power Management
- USB support Multiple File Support.

Q.26: If you are asked to design a network of computers, then which topology will you prefer and why?

Ans: In my consideration, I will prefer STAR topology because of its many advantages.