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COMPUTER ON OFFICE AUTOMATION (COA)

UNIT – I (2 Marks)

1. Define Computer

A computer is an electronic device that accepts data (input), processes it according to instructions, stores it, and provides the result (output).

2. Define Hardware and Software

Hardware: The physical components of a computer (e.g., CPU, mouse).

Software: The set of instructions or programs that tell the hardware what to do (e.g., MS Word, Windows OS).

3. What are the Application of Computer?
- Education
- Banking
- Medicine
- Business
- Communication
- Entertainment
- Scientific research.

4. What are the types of Computer?

- Supercomputer

- Mainframe

- Minicomputer

- Microcomputer (PC)

- Embedded computer

5. What are the types of Memory?

Primary Memory: RAM, ROM

Secondary Memory: Hard disk, SSD, …

6. Differentiate Primary and Secondary Memory.

Primary Memory.	Secondary Memory
Temporary Storage (RAM)	Permanent Storage (Hard Disk)
Volatile and faster	Non Volatile and slower

7. Expand RAM, ROM, PROM, EPROM, EEPROM

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➢ RAM: Random Access Memory

➢ ROM: Read Only Memory

➢ PROM: Programmable Read Only Memory

➢ EPROM: Erasable Programmable Read Only Memory

➢ EEPROM: Electrically Erasable Programmable Read Only Memory

8. What is SMPS?

SMPS (Switched-Mode Power Supply) is a device that converts AC power into regulated DC power for computer components.

9. What is Modem?

A modem (Modulator-Demodulator) converts digital signals to analog for transmission over telephone lines and vice versa for internet access.

10. What is Serial and Parallel Port?

Serial Port: Transfers data one bit at a time (used for old mouse, modems).

Parallel Port: Transfers multiple bits simultaneously (used for old printers).

11. Give Some I/O Devices?

Input Devices: Keyboard, Mouse, Scanner, Microphone

Output Devices: Monitor, Printer, Speaker

Unit -2 Two Marks

1. Define OS?
An Operating System (OS) is system software that manages computer hardware and software resources and provides common services for computer programs.

2. What are the types of OS?
   ➢ Batch OS
   ➢ Time-Sharing OS
   ➢ Distributed OS
   ➢ Network OS
   ➢ Real-Time OS (RTOS)
   ➢ Mobile OS

3. Features of Linux:

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Linux is open-source, multi-user, multi-tasking, secure, and portable with a command-line interface and strong community support.

4. Components of Linux:
Key components are Kernel, System Libraries, System Utilities, Hardware Layer, and Shell.

5. What is RTOS?
A Real-Time Operating System (RTOS) is designed to process data and execute tasks within a strict time deadline, often used in embedded systems.

6. Use of Quick Launch Toolbar and Recycle Bin?
Quick Launch Toolbar allows fast access to frequently used programs. Recycle Bin stores deleted files temporarily before permanent removal.

7. What is GUI?
Graphical User Interface (GUI) allows users to interact with the computer using graphical elements like windows, icons, and buttons.

8. What is the Use of wall, merge, pwd, rmdir, cd command?

➢ wall: Sends message to all logged-in users.
➢ merge: Merges two sorted files.
➢ pwd: Displays current directory path.
➢ rmdir: Removes empty directories.
➢ cd: Changes the current directory.

9. What is the Use of sort, mkdir, kill command?

➢ sort: Sorts lines of text files.
➢ mkdir: Creates a new directory.
➢ kill: Terminates a process using its PID.

10.What is Keyboard Shortkeys or Hotkeys?
These are key combinations used to perform tasks quickly, like Ctrl+C (copy), Ctrl+V (paste), Alt+Tab (switch windows), etc.

UNIT 3 – 2 MARKS

1. What is the footnotes and endnotes?
Footnotes appear at the bottom of the page to give extra information.
Endnotes appear at the end of the document serving the same purpose

2. Give the shortcuts for cut, copy, paste, undo, redo, find, search, replace?

• Cut: **Ctrl + X**
• Copy: **Ctrl + C**
• Paste: **Ctrl + V**
• Undo: **Ctrl + Z**

- Redo: **Ctrl + Y**
- Find/Search: **Ctrl + F**
- Replace: **Ctrl + H**

3. What is Header and Footer?
Header is the section at the top of each page, and footer is the section at the bottom. They are used to display information like page numbers, dates, titles, or author names.

4. What is the use of spell check?
Spell check is used to identify and correct spelling and grammatical errors in a document, helping ensure accuracy and professionalism.

5. How to insert pictures in MS Word?
Go to the **Insert** tab → Click **Pictures** → Choose a file from your computer or online → Click **Insert** to add it to the document.

6. How to set page numbers in MS Word?
Go to the **Insert** tab → Click **Page Number** → Choose the position (Top/Bottom of the page) → Select a style.

7. How to set page break in MS Word?
Place the cursor where you want the break → Go to **Insert** tab → Click **Page Break**, or press **Ctrl + Enter**.

8. How to insert table in MS Word?
Go to the **Insert** tab → Click **Table** → Drag to select the number of rows and columns or click **Insert Table** and enter values.

9. Define Mail Merge.
Mail Merge is a feature that allows you to create personalized documents (like letters or labels) by combining a standard document with a data source (like names and addresses).

10. How to print documents in MS Word?
Go to **File** → Click **Print** → Choose the printer and settings → Click the **Print** button.

UNIT 4 – 2 MARKS

1. What are the types of spreadsheet?

- **Microsoft Excel**, **Google Sheets**, **LibreOffice Calc**, and **Apple Numbers**.

2. How to find data in MS Excel?

- Use the **Ctrl + F,** then type the data you're looking for in the search box and click **Find Next**.

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3. What is manual break in MS Excel?

- A **manual break** is a page break you insert manually to control where one page ends and the next begins, especially useful for printing.

4. How to find total in MS Excel?

- Use the **SUM** function. Example: =SUM(A1:A5) adds all numbers from cells A1 to A5.

5. What is anchoring objects in MS Excel?

- Anchoring an object means **fixing its position** to a specific cell so it stays in place even if rows or columns are moved or resized.

6. What is Pivot Table?

- A **Pivot Table** is a tool in Excel used to **summarize, analyze, and explore** large amounts of data quickly and interactively.

7. How can we insert date & time in MS Excel?

- Press Ctrl + ; for the **current date**, and Ctrl + Shift + ; for the **current time**. You can also use formulas like =TODAY() and =NOW().

8. What is worksheet and workbook in Calc?

- A **worksheet** is a single spreadsheet page, and a **workbook** is a file that contains one or more worksheets in Calc.

9. What are the applications of spreadsheet?

- Spreadsheets are used for **data entry, financial analysis, budgeting, creating charts, managing records**, and performing calculations.

10. What is Clipart?

- **Clipart** refers to **pre-made images or illustrations** used to visually enhance documents, spreadsheets, and presentations.

UNIT 5 – 2 MARKS

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1. How to create a new database in MS Access?

- Open MS Access, click on **"Blank Database"**, enter a name, choose a location, and click **"Create"**.

2. What are the types of reports?

- ➢ Columnar
- ➢ Tabular
- ➢ Justified

3. How to find information in database in MS Access?

- Use the **Search box** in the datasheet view or apply **Filters** and **Queries** to locate specific records.

4. How to create new database in OpenOffice Base?

- Open OpenOffice Base, choose **"Create a new database"**, select **"Create and save"**, and follow the wizard to save the database.

5. How to print in Open Office Base and MS Access?

- In **OpenOffice Base**: Open the form/report and press **Ctrl + P** or go to **File > Print**.
- In **MS Access**: Open the report or table, then click **File > Print** or press **Ctrl + P**.

6. How to create table in OpenOffice Base and MS Access?

- In **OpenOffice Base**: Go to **Tables > Create Table in Design View**, define fields, set primary key, and save.
- In **MS Access**: Go to **Create > Table**, then switch to **Design View** to add fields and set primary key.

UNIT – 6 (2 MARKS)
1. How to add text in the presentation:
Click on the text box or insert a new one by selecting Insert > Text Box, then click and type your content into the slide.

2. How to create a presentation in MS PowerPoint:
Open MS PowerPoint, click on File > New, choose a blank presentation or a template, and start adding slides and content.

3. What is printing handouts in OpenOffice Impress:

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Printing handouts means printing multiple slides per page for audience distribution. Go to File > Print, select Handouts, and choose the number of slides per page.

4. How to add style, colour, objects in MS PPT:
Use the Design tab to change slide styles and colors. To add objects, go to Insert > Shapes, Pictures, Icons, or Text Box and customize them.

5. How to insert pictures, movies, objects in MS PPT:
Go to Insert tab, choose Pictures for images, Video for movies, and Object for inserting files like Word documents or Excel sheets

UNIT – 7 (2 MARKS)

1. Define Data Communication:
Data communication is the exchange of data between two or more devices using a transmission medium such as cables or wireless signals.

2. Types of Network:
The main types of networks are LAN (Local Area Network), MAN (Metropolitan Area Network), and WAN (Wide Area Network).

3. Differentiate LAN and WAN:

LAN covers a small geographic area like a home or office.

WAN covers a large geographic area, often connecting cities or countries.

4. Define Search Engine:
A search engine is a software system that helps users find information on the internet by entering keywords or queries.

5. Define Network and Uses:
A network is a group of interconnected devices that can communicate and share resources. It is used for data sharing, communication, and access to internet services.

6. What is URL:
URL (Uniform Resource Locator) is the address used to access resources on the internet, such as websites.

7. Define Web:
The web, or World Wide Web (WWW), is a system of interlinked web pages and multimedia content accessed via the internet using web browsers.

8. Define Wi-Fi:
Wi-Fi is a wireless technology that allows devices to connect to a network and access the internet without using physical cables.

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9. What is Naming Conventions:
Naming conventions are standardized rules used to name files, variables, or components to ensure clarity, consistency, and easier understanding.

10. Types of Internet Connections:

  ➢ Dial-up
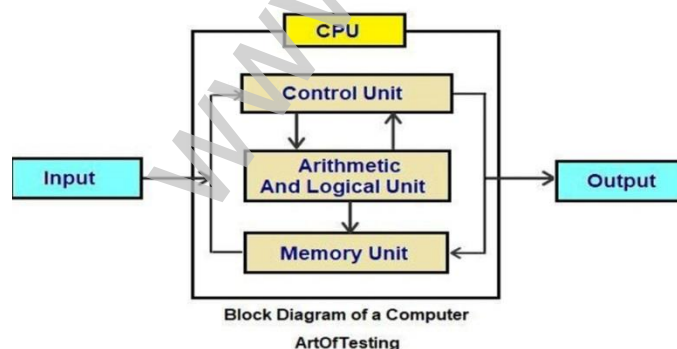
  ➢ DSL

  ➢ Cable

  ➢ Fiber-optic

  ➢ Satellite

11. Give Some Social Media Platforms:

  ➢ Facebook

  ➢ Instagram

  ➢ Twitter (X)

  ➢ WhatsApp

  ➢ Snapchat

  ➢ Linkedin

5 MARKS:
 UNIT – 1
1. Explain the Block Diagram and Working Principle of Computer?

Block Diagram of Computer: A basic block diagram of a computer includes:
Input Unit : All the data received by the computer goes through the input unit.(e.g., keyboard, mouse)
Central Processing Unit (CPU): Brain of the computer

Control Unit (CU): It control all the tasks

Arithmetic and Logic Unit (ALU): It performs arithmetic and logic functions.

Memory/Storage Unit (RAM, ROM, Hard Disk) : All the data processed has been stored in the memory.

Output Unit : The output unit displays the data. (e.g., monitor, printer)

Working Principle:

1. Input: Data is entered through input devices.

2. Processing: CPU processes the data according to the instructions.

3. Storage: Data is stored temporarily in RAM or permanently in storage devices.

4. Output: Processed data is sent to output devices for display.

2. Explain in detail about the Components of CPU?
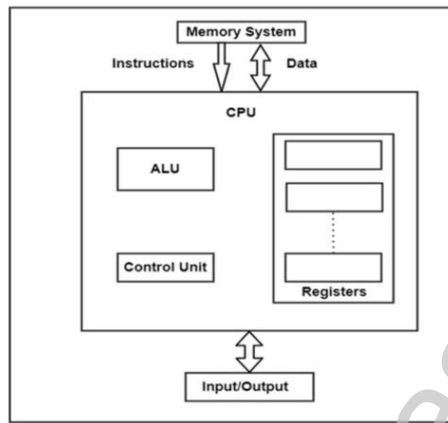
Control Unit (CU):

Controls the operations of all parts of the computer. It directs the flow of data between CPU and other devices.

Arithmetic and Logic Unit (ALU):

Performs all arithmetic (addition, subtraction, etc.) and logical operations (comparison, decision making).

Registers:

Small, high-speed storage locations inside CPU to hold temporary data and instructions.

Cache Memory:

A small, fast memory inside CPU to speed up access to frequently used data.

3. Explain about Memory?

Primary Memory:

RAM (Random Access Memory): Temporary memory used while the computer is running.

ROM (Read Only Memory): Permanent memory that stores startup instructions.

Secondary Memory:

Hard Disk Drives (HDD), Solid State Drives (SSD), CDs, DVDs, USB drives — used for long-term data storage.

Cache Memory:

High-speed memory located inside CPU to reduce access time to data and instructions.

Virtual Memory:

A portion of the hard drive used as RAM when actual RAM is full.

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4. **Explain about SMPS and Motherboard?**

SMPS (Switched Mode Power Supply):
Converts AC (Alternating Current) from mains supply into DC (Direct Current) required by computer components.
Provides different voltages like +12V, +5V, +3.3V, etc.

Motherboard:
Main circuit board that connects all computer components: CPU, memory, storage, input/output devices, etc.
Contains slots (PCI, RAM slots), sockets, ports, and chipset.

5. Explain Connecting Ports in computer?

USB (Universal Serial Bus):
Connects devices like pen drives, keyboards, printers.
HDMI (High Definition Multimedia Interface):
Connects monitor, TV for audio and video signals.
VGA (Video Graphics Array):
Connects older monitors.
Ethernet Port:
Connects the computer to the network/internet.
Audio Ports:
Connect headphones, microphones, speakers.
Serial and Parallel Ports:
Older types of ports for connecting peripherals like mouse, printers.

6. Write the Steps Involved in Installation of Scanner and Printer?

For Scanner:

1. Connect the scanner to the computer using USB cable or wireless.
2. Turn on the scanner.
3. Insert the installation CD or download drivers from the manufacturer's website.
4. Install the driver and scanner software.
5. Follow on-screen instructions to complete setup.
6. Test the scanner by scanning a sample document.
For Printer:
1. Unpack and connect the printer to computer via USB or Wi-Fi.
2. Install the ink cartridges and load paper.
3. Insert the installation CD or download the printer driver from official website.
4. Install printer drivers and utility software.
5. Set the printer as default if needed.
6. Print a test page to confirm successful installation.
 UNIT 2 – 5 MARKS
1. Explain the function of OS (Operating System):
The Operating System (OS) is system software that manages hardware and software resources. Key functions include:

Process Management: Controls the execution of processes and multitasking.
Memory Management: Allocates and deallocates memory space as needed.
File Management: Organizes, stores, retrieves, and manages data on storage devices.
Device Management: Manages device communication via drivers (e.g., printers, scanners).
User Interface: Provides interaction between users and the computer, either via GUI or command-line.
Security: Ensures protection of data and system resources through passwords, permissions, etc.

2. Explain File Management and Thread Management:

File Management:
This involves the creation, naming, storage, organization, and manipulation of files. The OS handles file permissions, access control, directory structure, and file backup.
Thread Management:
Threads are the smallest unit of execution. Thread management involves the creation, scheduling, and termination of threads. It also ensures synchronization and communication between threads, especially in multi-threading environments.

3. Explain Types of OS:

Batch OS: Executes batches of jobs without user interaction (e.g., early mainframe systems).
Time-Sharing OS: Allows multiple users to use the system simultaneously (e.g., UNIX).
Distributed OS: Manages a group of independent computers and makes them appear as one system.
Network OS: Supports computers connected over a network and allows resource sharing.
Real-Time OS: Processes data quickly without delay, used in embedded systems (e.g., in robotics).
Mobile OS: Designed for mobile devices like smartphones and tablets (e.g., Android, iOS).

4.Explain the Linux commands with syntax.
 1. cat – Concatenate and display file content
Syntax: cat [options] [file...]
Example: cat file.txt – Displays content of file.txt.
2. tail – Display last part of a file
Syntax: tail [options] [file]
Example: tail -n 10 file.txt – Shows last 10 lines of file.txt.
3. cmp – Compare two files byte by byte
Syntax: cmp [options] file1 file2
Example: cmp file1.txt file2.txt – Compares both files and shows first difference.
4. diff – Show line-by-line differences between files
Syntax: diff [options] file1 file2
Example: diff file1.txt file2.txt – Lists line differences.
5. wc – Word, line, character count
Syntax: wc [options] [file...]
Example: wc -l file.txt – Shows number of lines in file.txt.
6. sort – Sort lines of text files
Syntax: sort [options] [file...]
Example: sort file.txt – Sorts lines alphabetically.
7. mkdir – Make directories
Syntax: mkdir [options] directory_name
Example: mkdir new_folder – Creates a directory named new_folder.

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8. cd – Change directory
Syntax: cd [directory]
Example: cd Documents – Changes current directory to Documents.
9. rmdir – Remove empty directories
Syntax: rmdir [directory]
Example: rmdir old_folder – Deletes the empty old_folder.
10. pwd – Print working directory
Syntax: pwd
Example: Outputs the full path of the current directory.
11. cp – Copy files or directories
Syntax: cp [options] source destination
Example: cp file.txt backup.txt – Copies file.txt to backup.txt
12. more – View file content one screen at a time
Syntax: more [file]
Example: more file.txt – Displays contents page-wise.
13. passwd – Change user password
Syntax: passwd [username]
Example: passwd – Changes your own password.
14. who – Show who is logged in
Syntax: who
Example: Displays list of users currently logged in.
15. whoami – Display current username
Syntax: whoami
Example: Shows your current logged-in username.
16. mv – Move or rename files
Syntax: mv [source] [destination]
Example: mv old.txt new.txt – Renames old.txt to new.txt.
17. chmod – Change file permissions
Syntax: chmod [permissions] file
Example: chmod 755 script.sh – Gives execute permission to user and read/execute to group/others.
18. kill – Terminate a process
Syntax: kill [PID]
Example: kill 1234 – Sends termination signal to process with PID 1234.
19. write – Send a message to another user
Syntax: write [username]
Example: write john – Sends a message to user john's terminal.
20. wall – Broadcast message to all users
Syntax: wall [message]
Example: wall "System going down for maintenance" – Sends message to all users.
21. merge – Combine files (usually refers to 3-way merge in diff3)
Syntax: diff3 -m file1 file2 file3 > output
Example: diff3 -m file1 file2 file3 > merged.txt – Merges differences into merged.txt.
22. mail – Send/receive emails
Syntax: mail [options] [user]
Example: mail user@example.com – Starts composing an email to that address.
23. news – Read system news (old utility, rarely used now)
Syntax: news
Example: news – Displays system news or announcements.

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UNIT 3 – 5 MARKS
1. Formatting Documents in MS Word

Formatting means changing the appearance of text and layout in a document. It includes:
Font formatting: Changing font type, size, color, bold, italics, underline.
Paragraph formatting: Line spacing, alignment (left, center, right, justify), indentations.
Page layout: Margins, orientation (portrait or landscape), page size.
Styles: Predefined formats applied to headings and text for consistency.
Borders and shading: Adding decorative lines or background color to text or paragraphs.

2. How to Create Table of Contents, Numbering, Date and Time

Table of Contents (TOC):
1. Use Heading Styles (Heading 1, Heading 2, etc.) for your titles.
2. Go to References > Table of Contents and choose a style.
3. Word automatically generates a TOC from your headings.
Numbering:
Go to Home > Numbering to add numbered lists.
You can also number headings using Multilevel List.
Date and Time:
1. Go to Insert > Date & Time.
2. Choose the format and click OK.
3. Optionally, check "Update automatically" to keep it current.

3. Explain Header, Footer, Footnotes, and Endnotes

Header: Appears at the top of every page (e.g., title, page number).
Footer: Appears at the bottom of every page (e.g., page number, author name).
Add them via Insert > Header or Footer.
Footnotes: Provide additional information or references at the bottom of the page.
Add via References > Insert Footnote.
Endnotes: Similar to footnotes but appear at the end of the document.
Add via References > Insert Endnote.

4. Explain about Mail Merge?

Mail Merge is used to create personalized documents (like letters or labels) for many recipients. Steps:
1. Go to Mailings > Start Mail Merge.
2. Choose the type (letters, envelopes, labels).
3. Click Select Recipients (use Excel, Outlook, or manually type).
4. Insert placeholders like name or address using Insert Merge Field.
5. Click Finish & Merge to create and print or email the personalized copies.

5. How to Create Content of Books Using MS Word?

To format a book:

1. Use styles for chapters and headings.
2. Create a Table of Contents using headings.

3. Add headers/footers with book title or chapter name.
4. Use Page Breaks and Section Breaks to separate chapters.
5. Set margins and paper size suitable for print.
6. Insert page numbers.
7. Save or export as PDF for publishing.

6. How to Printing Documents in MS Word?

To print:

1. Click File > Print.
2. Choose printer, number of copies, and page range (all pages, specific pages).
3. Click Print to start printing.

UNIT 4 – 5 MARKS
1. How to Convert Files into Different Formats (Import, Export, Sending Files to Others):

Importing Files:
Import means bringing a file from another format (like .csv or .txt) into a program.
Steps:
1. Open the application (e.g., Excel, Word, or Google Docs).
2. Click File > Open / Import.
3. Choose the file format (CSV, TXT, etc.).
4. The file is opened and converted automatically.
Exporting Files:
Export means saving a file into a different format.
Steps:
1. Click File > Save As / Export.
2. Choose the desired format (PDF, CSV, PPT, DOCX, etc.).
3. Save the file.
Sending Files to Others:
You can share files through:
- Email attachment
- Google Drive/OneDrive link
- USB devices or Bluetooth
- Instant messaging apps (e.g., WhatsApp, Telegram)

2. Explain Formatting in MS Excel:

Formatting in Excel improves the appearance and readability of data.
Key formatting options include:
Font Style and Size: Change text style, bold, italics, underline.
Cell Alignment: Align data to left, center, right, or vertically.
Borders and Shading: Add lines around cells and use fill colors.
Number Formatting: Change how numbers are displayed (Currency, Percentage, Date, etc.).
Conditional Formatting: Automatically apply formatting to cells based on values or rules.

Steps to apply formatting:

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1. Select the cell or range.
2. Use the Home tab tools for font, alignment, color, and number styles.
3. For advanced options, use Format Cells (right-click > Format Cells).

3. Explain Creating Charts and Printing Charts in Open Office Calc:

Creating Charts:
1. Select the data range.
2. Click Insert > Chart.
3. Choose chart type (bar, pie, line, etc.).
4. Customize the chart with labels, titles, and legend.
5. Click Finish to insert the chart into the sheet.

Printing Charts:
1. Click on the chart to select it.
2. Go to File > Print Preview to check layout.
3. Adjust settings if needed (orientation, margins).
4. Click File > Print to print the chart.

4. How to Perform Mathematical Operations in MS Excel:

Excel supports all basic mathematical operations using formulas:

Addition: =A1 + B1
Subtraction: =A1 - B1
Multiplication: =A1 * B1
Division: =A1 / B1
Average: =AVERAGE(A1:A5)
Sum: =SUM(A1:A5)
Steps:
1. Click the cell where you want the result.
2. Enter the formula starting with =.
3. Press Enter.
4. Use fill handle to apply to other cells.

5. How to Set Formulae in MS Excel:

Formulas in Excel are used for calculations and data analysis.
Steps to set a formula:
1. Click on a cell where you want the result.
2. Type = followed by the formula (e.g., =A1+B1).
3. Press Enter to calculate.
4. You can also use functions like:
=SUM(A1:A5)

=IF(A1>10, "Pass", "Fail")
=MAX(A1:A10)
=COUNT(B1:B10)

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Excel also provides Formula tab for built-in functions, error checking, and formula auditing.

UNIT 5 – 5 MARKS

1. How to Import Data from Other Database (e.g., MS Excel) into MS Access:

Importing data from Excel into Access:

Steps:

1. Open MS Access and create or open a database.
2. Go to the External Data tab.
3. Click on Excel (under the Import & Link group).
4. Browse and select the Excel file you want to import.
5. Choose one of the following options:
   - Import the source data into a new table
   - Append a copy to an existing table
   - Link to the data source (live link)
6. Click OK, select the worksheet to import.
7. Choose if the first row contains column headings.
8. Set primary key (you can let Access create one).
9. Finish the wizard and save import steps if needed.
Result: Excel data is now available in Access as a table.

2. Explain About Creating Queries and Reports Using Open Office Base:

Creating Queries:
1. Open your OpenOffice Base database.
2. Go to the Queries section in the left panel.
3. Click Create Query in Design View.
4. Choose a table or tables.
5. Add fields you want in the query.
6. Set conditions (e.g., filter records with specific values).
7. Run the query using the Run Query (green checkmark).
8. Save the query with a suitable name.

Creating Reports:
1. Go to the Reports section in OpenOffice Base.
2. Click Use Wizard to Create Report.
3. Select the table or query the report will use.
4. Choose the fields to display in the report.
5. Sort and group data if needed.
6. Choose a layout and style.

7. Name the report and click Finish.
Result: You get a printable and organized report showing selected data.

3. Explain Creating Table and Working with Form in MS Access:

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Creating a Table:

1. Open Access and go to Table Design View.
2. Enter field names and their data types (e.g., Text, Number, Date).
3. Set one field as the Primary Key.
4. Save the table with a meaningful name.
5. Enter data in Datasheet View.
Working with Forms:
1. Click on the Create tab.
2. Choose Form Wizard or Form Design.
3. Select the table or query the form will use.
4. Add fields you want users to enter data into.
5. Customize layout, labels, and buttons.
6. Save and open the form.

UNIT 6 – 5 MARKS

1. Explain Setting Animation and Transition Effect in MS PowerPoint:

In MS PowerPoint, animations and transitions enhance the visual appeal and make presentations more engaging.
Animations:
These are effects applied to text, images, or objects within a slide to control how they appear, move, or disappear.
Steps to apply animation:
1. Select the object (text/image/shape).
2. Click on the "Animations" tab.
3. Choose an animation from the gallery (e.g., Fly In, Fade, Zoom).
4. Use "Animation Pane" to customize order and timing.
5. Use "Effect Options" to modify direction or style.

Transitions:
These are effects applied between slides when changing from one slide to the next.
Steps to apply transition:
1. Go to the "Transitions" tab.
2. Choose a transition effect (e.g., Push, Wipe, Fade).
3. Click "Effect Options" to change the direction or style.
4. Set the Duration and use "Apply to All" if needed.
5. Use "Preview" to see the effect.

2. Explain Slide Transition:

Slide transition refers to the visual effect that occurs when moving from one slide to another during a presentation.

Purpose: Enhances flow, grabs audience attention, and makes the presentation smoother.

Types of transitions:
- Subtle (e.g., Fade, Wipe)

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- Exciting (e.g., Curtains, Origami)
- Dynamic content (e.g., Pan, Zoom)

Steps to apply a transition:
1. Select the slide you want to apply the transition to.
2. Click on the "Transitions" tab.
3. Choose a transition effect.
4. Set the speed and sound if needed.
5. Click "Apply to All" for the entire presentation.

3. Explain the Steps Involved to Create a Presentation in MS PowerPoint:

Creating a presentation involves the following steps:

1. Open PowerPoint: Start MS PowerPoint from the Start menu or desktop.
2. Choose a Template: Select a blank presentation or a ready-made design template.
3. Add Title Slide: Enter the title and subtitle of your presentation.
4. Insert New Slides: Click on Home > New Slide to add more slides. Choose different slide layouts as needed.
5. Enter Content:Add text, images, tables, charts, and multimedia on each slide
6. Apply Design Theme: Use the "Design" tab to select background styles and color schemes.
7. Add Animations and Transitions: Use the "Animations" and "Transitions" tabs to apply effects.
8. Save the Presentation: Go to File > Save As, choose a location, and save with a suitable name.
9. Slide Show Preview: Use Slide Show > From Beginning to run and check your presentation.
10. Make Final Edits: Adjust formatting, check spelling, and ensure all content is clear.

UNIT 7 – 5 MARKS:
1. Explain the Types of Networks:

There are four main types of computer networks:

LAN (Local Area Network):
Covers a small area like a home, office, or school. Fast and secure.
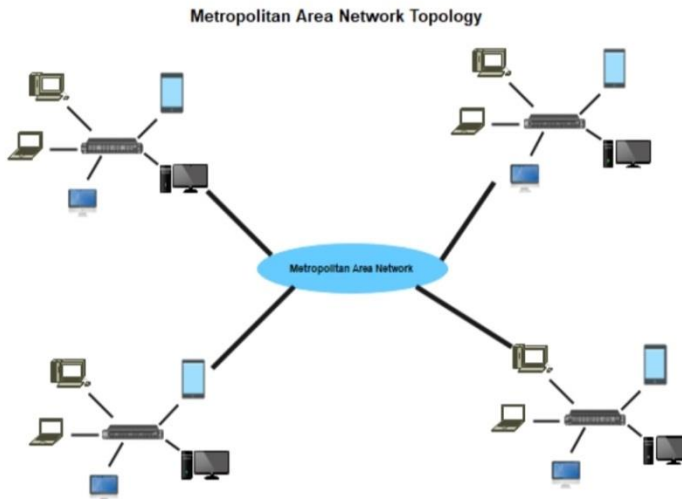Example: Computer lab in a school.

MAN (Metropolitan Area Network):
Covers a city or town. It connects several LANs.
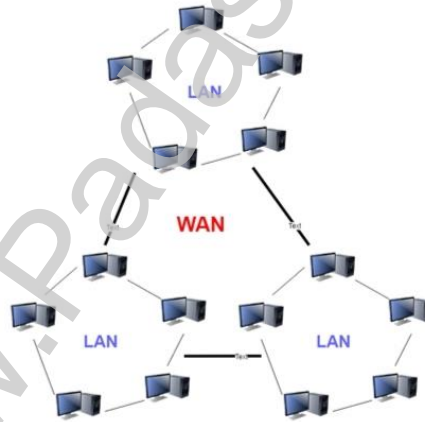Example: Network across a college campus.

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Metropolitan Area Network Topology

WAN (Wide Area Network):
Covers a large geographical area (country or world). Uses satellite or internet.
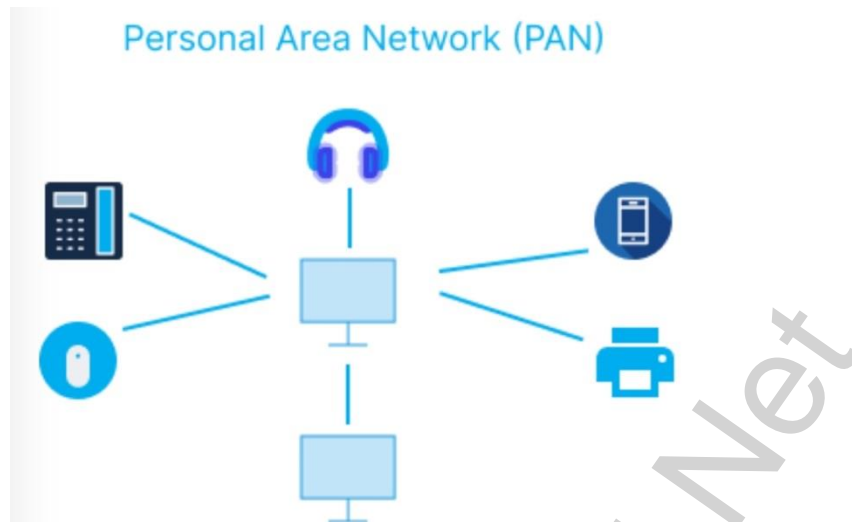Example: The Internet.

PAN (Personal Area Network):
Very small network for personal devices.
Example: Bluetooth connection between phone and earphones.

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Personal Area Network (PAN)

2. Applications of Google Sheets, Google Docs, and Google Slides:

Google Sheets:
Used for data entry, calculations, and making charts.
Useful in budgeting, attendance tracking, and data analysis.
Supports formulas and real-time collaboration.
Google Docs:
Used for writing documents, reports, letters, and resumes.
Multiple users can edit the same document at once.
Auto-save and comment features improve teamwork.
Google Slides:
Used to create professional presentations.
Supports text, images, videos, transitions, and animations.
Great for teaching, business reports, and seminars.

3. Write the Steps to Create Email and How to Send to Others:

To create an email account (e.g., in Gmail):

1. Go to www.gmail.com.
2. Click on "Create account."
3. Fill in your first name, last name, desired email address, and password.
4. Follow the prompts to add a phone number and recovery email (optional).
5. Agree to the terms and conditions
6. Your email account is ready.
To send an email:
1. Log in to your email account.
2. Click on "Compose" or "New Mail."
3. In the "To" field, enter the recipient's email address.
4. Add a subject (topic of your email).

5. Write your message in the body area.
6. (Optional) Click the paperclip icon to attach files.
7. Click "Send."

Important Five Mark Questions

Unit 1 - 1,2	Unit 3 – 3, 4,5	Unit 5 – ALL	Unit 7 – 1,2
Unit 2 - 1,4	Unit 4 – 1,2,3	Unit 6 - ALL	

Multiple Choice Questions:

1. Which of the following is the brain of the computer?
a) Monitor
b) CPU
c) Keyboard
d) Mouse
Answer: b) CPU

2. What does CPU stand for?
a) Central Process Unit
b) Central Processing Unit
c) Computer Personal Unit
d) Central Processor Utility
Answer: b) Central Processing Unit

3. Which device is used to input data into a computer?
a) Printer
b) Monitor
c) Keyboard
d) Speaker
Answer: c) Keyboard

4. Which of the following is an output device?
a) Mouse
b) Scanner
c) Monitor
d) Joystick
Answer: c) Monitor

5. What type of device is a hard disk?
a) Input
b) Output
c) Storage
d) Software
Answer: c) Storage

6. Which of the following is an example of system software?

a) MS Word
b) Windows
c) Chrome
d) Photoshop
Answer: b) Windows

7. What does RAM stand for?
a) Read Access Memory
b) Random Access Memory
c) Rapid Access Machine
d) None of the above
Answer: b) Random Access Memory

8. ROM is:
a) Volatile
b) Non-volatile
c) Both
d) None
Answer: b) Non-volatile

9. Which unit of the CPU performs calculations?
a) Control Unit
b) ALU
c) RAM
d) Register
Answer: b) ALU

10. What is the full form of USB?
a) Universal System Bus
b) Uniform System Board
c) Universal Serial Bus
d) United Serial Board
Answer: c) Universal Serial Bus

11. Which of the following is not a type of computer?
a) Microcomputer
b) Supercomputer
c) Minicomputer
d) Telecomputer
Answer: d) Telecomputer

12. Which is the permanent memory in a computer?
a) RAM

b) ROM
c) Cache
d) Register
Answer: b) ROM

13. Which language is used by the computer to process data?
a) High-level language
b) Machine language
c) Assembly language
d) Natural language
Answer: b) Machine language

14. Which of the following is an operating system?
a) Microsoft Word
b) Linux
c) Adobe Photoshop
d) Chrome
Answer: b) Linux

15. Which device connects a computer to the internet?
a) Scanner
b) Modem
c) CPU
d) Printer
Answer: b) Modem

16. Which key is used to delete a character from the right of the cursor?
a) Backspace
b) Delete
c) Shift
d) Tab
Answer: b) Delete

17. What is the function of an operating system?
a) Virus protection
b) Managing hardware and software
c) Writing documents
d) Browsing internet
Answer: b) Managing hardware and software

18. Which of the following is not a web browser?
a) Firefox
b) Chrome

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c) Internet Explorer
d) Windows
Answer: d) Windows

19. Which of the following is used to store data permanently?
a) RAM
b) Cache
c) Hard Drive
d) Register
Answer: c) Hard Drive

20. Which is a pointing device?
a) Keyboard
b) Mouse
c) Monitor
d) Speaker
Answer: b) Mouse

21. Which of the following is not an input device?
a) Keyboard
b) Mouse
c) Scanner
d) Projector
Answer: d) Projector

22. Which part of the computer displays the output?
a) Mouse
b) Monitor
c) Keyboard
d) CPU
Answer: b) Monitor

23. Which of the following is an application software?
a) Windows
b) MS Excel
c) BIOS
d) Linux
Answer: b) MS Excel

24. Which of the following is not hardware?
a) Mouse
b) Monitor
c) MS Word

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d) RAM
Answer: c) MS Word

25. Which of the following memory is volatile?
a) ROM
b) Hard disk
c) RAM
d) Flash memory
Answer: c) RAM

26. What type of software is an antivirus?
a) Application
b) System
c) Utility
d) Malware
Answer: c) Utility

27. The smallest unit of data in a computer is:
a) Bit
b) Byte
c) KB
d) MB
Answer: a) Bit

28. Which of the following is not an operating system?
a) DOS
b) Windows
c) Linux
d) Oracle
Answer: d) Oracle

29. Which of the following is an input and output device?
a) Monitor
b) Keyboard
c) Touchscreen
d) Mouse
Answer: c) Touchscreen

30. Which of the following is used for gaming control?
a) Keyboard
b) Joystick
c) Monitor
d) CPU

Answer: b) Joystick

31. Which key is used to cancel a command?
a) Esc
b) Ctrl
c) Alt
d) Tab
Answer: a) Esc

32. Which file extension is used for Word documents?
a) .xls
b) .docx
c) .ppt
d) .pdf
Answer: b) .docx

33. A collection of 8 bits is called a:
a) Nibble
b) Byte
c) Word
d) Bit
Answer: b) Byte

34. The physical parts of the computer are called:
a) Software
b) Hardware
c) Data
d) Programs
Answer: b) Hardware

35. Which company developed the Windows operating system?
a) Apple
b) Microsoft
c) Google
d) IBM
Answer: b) Microsoft

36. Which device is used to display information in a visual format?
a) Printer
b) Monitor
c) CPU
d) Modem
Answer: b) Monitor

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37. Which component is responsible for storing data temporarily?
a) ROM
b) Hard Drive
c) RAM
d) USB
Answer: c) RAM

38. Which software allows browsing the internet?
a) Excel
b) Photoshop
c) Chrome
d) Word
Answer: c) Chrome

39. Which of these is not used in email?
a) Inbox
b) Outbox
c) Mouse
d) Sent
Answer: c) Mouse

40. What type of software is MS Word?
a) System Software
b) Utility Software
c) Application Software
d) Compiler
Answer: c) Application Software

41. The function of a printer is to.
a) Display images
b) Record sound
c) Produce hard copy
d) Store data
Answer: c) Produce hard copy

42. A _____ is a collection of interconnected computers.
a) Database
b) Network
c) Program
d) Software
Answer: b) Network

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43. What is the name of the primary display screen of a computer?
a) Wallpaper
b) Screen saver
c) Desktop
d) Icon
Answer: c) Desktop

44. What does GUI stand for?
a) Graphical User Interface
b) Graphical Utility Interface
c) General User Interface
d) Graphical Unified Interface
Answer: a) Graphical User Interface

45. Which key is used to start a new line in a text document?
a) Shift
b) Ctrl
c) Enter
d) Alt
Answer: c) Enter

46. Which device is needed to hear sound from a computer?
a) Monitor
b) Keyboard
c) Speaker
d) Mouse
Answer: c) Speaker

47. Which of the following is used to store data in a mobile phone?
a) CD
b) Pen Drive
c) Hard Disk
d) Memory Card
Answer: d) Memory Card

48. Which one is a programming language?
a) HTML
b) Windows
c) Google
d) MS Word
Answer: a) HTML

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49. Which of these is not used in email?
a) Inbox
b) Outbox
c) Mouse
d) Sent
Answer: c) Mouse

50. What type of software is MS Word?
a) System Software
b) Utility Software
c) Application Software
d) Compiler
Answer: c) Application Software

[11:26 AM, 4/20/2025] Ajith Nikhil Selvan: 1. Which of the following is an example of an operating system? a) Windows
b) Microsoft Office
c) Google Chrome
d) VLC Media Player
Answer: a) Windows

2. What is the primary function of an operating system? a) To play games
b) To manage hardware resources
c) To increase processing speed
d) To display graphics
Answer: b) To manage hardware resources

3. Which of the following is NOT an operating system? a) Linux
b) Windows
c) MacOS
d) Microsoft Word
Answer: d) Microsoft Word

4. What is a kernel in an operating system? a) The part that manages user interactions
b) The part that controls hardware and system resources
c) A hardware component
d) A software application
Answer: b) The part that controls hardware and system resources

5. Which of the following is the most popular operating system for personal computers? a) Android
b) Windows
c) Linux
d) iOS
Answer: b) Windows

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6. Which of the following is an example of a mobile operating system? a) Windows
b) Linux
c) Android
d) Unix
Answer: c) Android

7. What does GUI stand for? a) General User Interface
b) Graphical User Interface
c) Generalized User Interface
d) Graphical Usage Interface
Answer: b) Graphical User Interface

8. Which of the following is a function of the operating system? a) Memory management
b) Virus scanning
c) Application installation
d) Website hosting
Answer: a) Memory management

9. The file system in an operating system is responsible for: a) Networking
b) Managing file storage
c) Running applications
d) Controlling hardware devices
Answer: b) Managing file storage

10. Which of the following operating systems is open-source? a) Windows
b) macOS
c) Linux
d) iOS
Answer: c) Linux

Linux Operating System

11. Linux is an example of a: a) Proprietary software
b) Closed-source operating system
c) Open-source operating system
d) Commercial software
Answer: c) Open-source operating system

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12. Which of the following is a Linux distribution? a) Ubuntu
b) Windows 10
c) macOS
d) DOS
Answer: a) Ubuntu

13. What command is used to list files in the current directory in Linux? a) dir
b) list
c) ls
d) show
Answer: c) ls

14. Which of the following command in Linux is used to change directories? a) cd
b) mv
c) rm
d) ls
Answer: a) cd

15. What is the root directory in Linux? a) /root
b) /home
c) /
d) /system
Answer: c) /

16. In Linux, what is the file extension for executable files? a) .exe
b) .bin
c) .sh
d) .com
Answer: c) .sh

17. Which of the following command in Linux is used to copy files? a) cp
b) mv
c) rm
d) del
Answer: a) cp

18. What does the 'chmod' command in Linux do? a) Change the owner of a file
b) Change file permissions
c) Move a file
d) List files
Answer: b) Change file permissions

19. Which of the following is NOT a Linux distribution? a) Ubuntu
b) Fedora
c) CentOS
d) Windows
Answer: d) Windows

20. Which file system is commonly used in Linux? a) NTFS
b) FAT32
c) ext4
d) HFS
Answer: c) ext4

21. Which command in Linux is used to remove a directory? a) rm
b) rmdir
c) delete
d) erase
Answer: b) rmdir

22. Which of the following is a default shell in most Linux distributions? a) Zsh
b) Fish
c) Bash
d) PowerShell
Answer: c) Bash

23. In Linux, the '/home' directory typically contains: a) System configurations
b) User files
c) Kernel files
d) Device files
Answer: b) User files

24. Which Linux command is used to display the current working directory? a) pwd
b) ls
c) dir
d) show
Answer: a) pwd

25. Which of the following is a package manager used in Linux distributions? a) dpkg
b) apk
c) yum
d) All of the above
Answer: d) All of the above

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26. The default package manager for Ubuntu Linux is: a) YUM
b) DNF
c) APT
d) Pacman
Answer: c) APT

27. Which of the following commands is used to create a new directory in Linux? a) mkdir
b)…
[11:26 AM, 4/20/2025] Ajith Nikhil Selvan: Here are 50 multiple-choice questions (MCQs) with answers related to Microsoft Word (MS Word) and OpenOffice Writer:

MS Word

1. Which of the following is the default file extension for a Microsoft Word document? a) .txt
b) .docx
c) .rtf
d) .pdf
Answer: b) .docx

2. What does the 'Ctrl + B' shortcut do in MS Word? a) Bold text
b) Italicize text
c) Underline text
d) Open the Bold font menu
Answer: a) Bold text

3. Which of the following is used to change the page layout in MS Word? a) Page Setup
b) Paragraph
c) Format
d) Tools
Answer: a) Page Setup

4. In MS Word, which view shows the document as it will appear when printed? a) Draft View
b) Web Layout
c) Print Layout
d) Outline View
Answer: c) Print Layout

5. How do you insert a page break in MS Word? a) Ctrl + P
b) Ctrl + Enter
c) Shift + Enter
d) Ctrl + S
Answer: b) Ctrl + Enter

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6. What does the 'Ctrl + U' shortcut do in MS Word? a) Underline text
b) Undo changes
c) Underline the paragraph
d) Remove text formatting
Answer: a) Underline text

7. In MS Word, which tab is used to insert images? a) Insert
b) Home
c) Review
d) View
Answer: a) Insert

8. Which of the following is NOT a paragraph formatting option in MS Word? a) Line Spacing
b) Alignment
c) Font Size
d) Indentation
Answer: c) Font Size

9. What does the 'Ctrl + C' shortcut do in MS Word? a) Copy the selected text
b) Cut the selected text
c) Change the font color
d) Center align the text
Answer: a) Copy the selected text

10. What is the function of the 'Track Changes' feature in MS Word? a) To add comments
b) To track text modifications
c) To highlight keywords
d) To check spelling errors
Answer: b) To track text modifications

11. What does the 'Ctrl + V' shortcut do in MS Word? a) Paste the copied or cut text
b) Paste the copied text only
c) Paste text with formatting
d) Select all text
Answer: a) Paste the copied or cut text

12. Which tab would you use to check for spelling and grammar mistakes in MS Word? a) Home
b) Review
c) View
d) Insert
Answer: b) Review

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13. How can you insert a table in MS Word? a) Insert Tab → Table
b) Home Tab → Table
c) View Tab → Table
d) Review Tab → Table
Answer: a) Insert Tab → Table

14. Which function key is used to open the Save As dialog box in MS Word? a) F1
b) F12
c) F5
d) F8
Answer: b) F12

15. Which of the following options is used to adjust the margins of a document in MS Word? a) Page Layout
b) View
c) References
d) File
Answer: a) Page Layout

16. What is the default line spacing in a new MS Word document? a) 1.0
b) 1.5
c) 2.0
d) 1.15
Answer: d) 1.15

17. In MS Word, which option is used to create a numbered list? a) Bullets
b) Numbering
c) Align Left
d) Format Paragraph
Answer: b) Numbering

18. Which of the following is the default font for MS Word documents? a) Times New Roman
b) Arial
c) Calibri
d) Verdana
Answer: c) Calibri

19. In MS Word, which feature allows you to find and replace text? a) Find and Replace
b) Search Text
c) Word Finder
d) Replace Text
Answer: a) Find and Replace

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20. How do you add a hyperlink in MS Word? a) Insert Tab → Hyperlink
b) Review Tab → Link
c) Home Tab → Link
d) Format Tab → Hyperlink
Answer: a) Insert Tab → Hyperlink

OpenOffice Writer

21. What is the default file extension for OpenOffice Writer documents? a) .odt
b) .doc
c) .rtf
d) .pdf
Answer: a) .odt

22. How do you insert a table in OpenOffice Writer? a) Insert → Table
b) Format → Table
c) Tools → Table
d) View → Table
Answer: a) Insert → Table

23. Which shortcut is used to save a document in OpenOffice Writer? a) Ctrl + S
b) Ctrl + P
c) Ctrl + F
d) Ctrl + V
Answer: a) Ctrl + S

24. What does the 'Ctrl + B' shortcut do in OpenOffice Writer? a) Bold text
b) Open a document
c) Insert a picture
d) Undo the last action
Answer: a) Bold text

25. Which feature in OpenOffice Writer allows you to track changes in the document? a) Record Changes
b) Track Changes
c) Revision
d) Change Management
Answer: b) Track Changes

26. How can you change the page margins in OpenOffice Writer? a) Format → Page → Page
b) Tools → Options → Margin
c) File → Page Setup
d) Insert → Margin Settings

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Answer: a) Format → Page → Page

27. What is the default font used in OpenOffice Writer? a) Arial
b) Times New Roman
c) Liberation Serif
d) Calibri
Answer: c) Liberation Serif

28. How do you add a page break in OpenOffice Writer? a) Ctrl + Enter
b) Ctrl + P
c) Shift + Enter
d) Alt + Enter
Answer: a) Ctrl + Enter

29. Which of the following is the shortcut to insert a hyperlink in OpenOffice Writer? a) Ctrl + K
b) Ctrl + L
c) Ctrl + H
d) Ctrl + J
Answer: a) Ctrl + K

30. Which of the following can you insert in OpenOffice Writer? a) Images
b) Tables
c) Hyperlinks
d) All of the above
Answer: d) All of the above

31. Which of the following tools is used to check spelling in OpenOffice Writer? a) Spelling and Grammar
b) Spell Check
c) Spell Checker
d) Spelling
Answer: b) Spell Check

32. How do you change the line spacing in OpenOffice Writer? a) Format → Paragraph → Indents & Spacing
b) Tools → Options → Line Spacing
c) Insert → Line Spacing
d) Page Setup → Line Spacing
Answer: a) Format → Paragraph → Indents & Spacing

33. Which of the following is NOT a text alignment option in OpenOffice Writer? a) Left
b) Center

c) Right
d) Justify
Answer: d) Justify

34. Which menu would you use to insert headers and footers in OpenOffice Writer? a) Insert
b) Format
c) View
d) Tools
Answer: a) Insert

35. What is the default page size in OpenOffice Writer? a) Letter
b) A4
c) Legal
d) Custom
Answer: b) A4

36. How can you view multiple pages in OpenOffice Writer? a) View → Page Layout
b) View → Zoom
c) View → Multiple Pages
d) View → Page Style
Answer: c) View → Multiple Pages

37. Which shortcut is used to underline text in OpenOffice Writer? a) Ctrl + U
b) Ctrl + B
c) Ctrl + I
d) Ctrl + D
Answer: a) Ctrl + U

38. Which tab would you use to access the paragraph formatting options in OpenOffice Writer? a) Home
b) Insert
c) Format
d) View
Answer: c) Format

39. How do you insert a page number in OpenOffice Writer? a) Insert → Field → Page Number
b) Format → Page Number
c) Tools → Insert → Page Number
d) View → Page Number
Answer: a) Insert → Field → Page Number

40. How can you remove formatting from selected text in OpenOffice Writer? a) Ctrl + Shift + Z
b) Ctrl + M

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c) Ctrl + F
d) Ctrl + N
Answer: b) Ctrl + M

41. How do you create a table in OpenOffice Writer? a) Insert → Table
b) Tools → Table
c) Format → Table
d) View → Table
Answer: a) Insert → Table

42. Which of the following is the default font color in OpenOffice Writer? a) Red
b) Blue
c) Black
d) White
Answer: c) Black

43. What is the shortcut to print a document in OpenOffice Writer? a) Ctrl + P
b) Ctrl + S
c) Ctrl + T
d) Ctrl + F
Answer: a) Ctrl + P

44. How do you add a comment in OpenOffice Writer? a) Insert → Comment
b) Review → Comment
c) Tools → Comments
d) View → Add Comment
Answer: b) Review → Comment

Microsoft Excel MCQs (25 Questions)

1. Which symbol is used to start a formula in Excel?
a) =
b) +
c) @
d) #
Answer: a) =

2. Which function is used to add a range of cells in Excel?
a) ADD()
b) SUM()
c) TOTAL()
d) COUNT()
Answer: b) SUM()

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3. What is the intersection of a row and a column called?
a) Cell
b) Table
c) Box
d) Grid
Answer: a) Cell

4. Which shortcut is used to copy in Excel?
a) Ctrl + V
b) Ctrl + X
c) Ctrl + C
d) Ctrl + Z
Answer: c) Ctrl + C

5. Which chart type is best for showing trends over time?
a) Pie chart
b) Line chart
c) Bar chart
d) Column chart
Answer: b) Line chart

6. What does the CONCATENATE function do?
a) Adds numbers
b) Joins text
c) Deletes cells
d) Finds maximum value
Answer: b) Joins text

7. Which function counts numeric values only?
a) COUNT()
b) COUNTA()
c) COUNTIF()
d) COUNTBLANK()
Answer: a) COUNT()

8. How do you freeze panes in Excel?
a) View → Freeze Panes
b) Insert → Freeze
c) Format → Lock Cells
d) Tools → Freeze View
Answer: a) View → Freeze Panes

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9. Which file extension is used by default in Excel 2016?
a) .xls
b) .xlsx
c) .xlsm
d) .csv
Answer: b) .xlsx

10. What does the '$' symbol mean in a formula?
a) Currency
b) Absolute reference
c) Percentage
d) Error
Answer: b) Absolute reference

11. Which function returns the highest value in a range?
a) MIN()
b) MAX()
c) TOP()
d) HIGH()
Answer: b) MAX()

12. Which of the following is used to insert a function?
a) Home → Insert
b) Formulas → Insert Function
c) Review → Function
d) Data → Function
Answer: b) Formulas → Insert Function

13. What does Ctrl + Z do in Excel?
a) Redo
b) Paste
c) Undo
d) Cut
Answer: c) Undo

14. What does AutoSum do?
a) Adds up a range
b) Sorts values
c) Averages values
d) Copies formulas
Answer: a) Adds up a range

15. What is the default number of worksheets in a new Excel workbook?

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a) 1
b) 2
c) 3
d) 5
Answer: a) 1

16. Which tab includes the conditional formatting tool?
a) View
b) Home
c) Insert
d) Data
Answer: b) Home

17. Which function is used to count blank cells?
a) COUNTBLANK()
b) COUNT()
c) BLANKCOUNT()
d) ISBLANK()
Answer: a) COUNTBLANK()

18. What does the IF function do?
a) Adds numbers
b) Creates filters
c) Makes logical comparisons
d) Formats text
Answer: c) Makes logical comparisons

19. Which key is used to edit a cell?
a) F1
b) F2
c) F3
d) F4
Answer: b) F2

20. How do you rename a worksheet?
a) File → Rename
b) Right-click tab → Rename
c) View → Sheet Name
d) Insert → Rename
Answer: b) Right-click tab → Rename

21. What does a red triangle in the top corner of a cell mean?
a) Formula error

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b) Comment present
c) Formatting issue
d) Cell locked
Answer: b) Comment present

22. Which key combination saves the workbook?
a) Ctrl + S
b) Ctrl + A
c) Ctrl + P
d) Ctrl + O
Answer: a) Ctrl + S

23. Which tab is used to insert charts?
a) Home
b) Formulas
c) Insert
d) Data
Answer: c) Insert

24. Which function finds the average of numbers?
a) AVERAGE()
b) MEAN()
c) TOTAL()
d) AVG()
Answer: a) AVERAGE()

25. Which tool is used to arrange data in ascending or descending order?
a) Filter
b) Sort
c) Format
d) Data Check
Answer: b) Sort

OpenOffice Calc MCQs (25 Questions)

26. What is the default file extension of OpenOffice Calc?
a) .xls
b) .xlsx
c) .ods
d) .odc
Answer: c) .ods

27. Which function is used to find the minimum value in Calc?

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a) LOW()
b) MINIMUM()
c) MIN()
d) SMALL()
Answer: c) MIN()

28. Which menu allows inserting a new chart in Calc?
a) Tools
b) Insert
c) Format
d) View
Answer: b) Insert

29. How are columns labeled in Calc?
a) Numbers
b) Roman Numerals
c) Letters
d) Both letters and numbers
Answer: c) Letters

30. Which function returns the number of non-empty cells?
a) COUNTA()
b) COUNT()
c) COUNTIF()
d) ISBLANK()
Answer: a) COUNTA()

31. Which is the correct way to start a formula in Calc?
a) =
b) +
c) @
d) #
Answer: a) =

32. Which Calc feature allows quick calculation of totals?
a) AutoCalculate
b) QuickSum
c) AutoTotal
d) TotalBar
Answer: a) AutoCalculate

33. How do you apply conditional formatting in Calc?
a) Format → Conditional Formatting

b) Tools → Formatting
c) Edit → Format Cells
d) Insert → Condition
Answer: a) Format → Conditional Formatting

34. Which function gives the current date in Calc?
a) TIME()
b) NOW()
c) TODAY()
d) DATE()
Answer: c) TODAY()

35. What is the shortcut to open a saved file?
a) Ctrl + N
b) Ctrl + O
c) Ctrl + S
d) Ctrl + P
Answer: b) Ctrl + O

36. Which Calc menu contains the 'Sort' function?
a) Insert
b) Tools
c) Data
d) Edit
Answer: c) Data

37. Which function calculates standard deviation?
a) STDEV()
b) SD()
c) DEVIATION()
d) VAR()
Answer: a) STDEV()

38. What is a cell range in Calc?
a) A single cell
b) A list of files
c) A group of selected cells
d) A formula
Answer: c) A group of selected cells

39. How do you merge cells in Calc?
a) Format → Merge Cells
b) Tools → Merge

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c) Data → Combine
d) Insert → Merge
Answer: a) Format → Merge Cells

40. Which is not a valid function in Calc?
a) MAX()
b) AVERAGE()
c) SUM()
d) TOTALSUM()
Answer: d) TOTALSUM()

41. Which toolbar lets you insert functions in Calc?
a) Standard
b) Function
c) Formatting
d) Insert
Answer: b) Function

42. What is the maximum number of columns in Calc (by default)?
a) 256
b) 1024
c) 512
d) 16384
Answer: a) 1024 (older versions), b) 1024 (commonly accepted)

43. What is the keyboard shortcut to cut a cell?
a) Ctrl + C
b) Ctrl + X
c) Ctrl + V
d) Ctrl + D
Answer: b) Ctrl + X

44. Which of these allows data filtering in Calc?
a) Data → Filter
b) Format → Filter
c) Tools → Filter
d) View → Filter
Answer: a) Data → Filter

45. Which of the following is used to insert rows in Calc?
a) Format → Insert
b) Insert → Rows
c) Tools → Add Rows

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d) Edit → Insert Rows
Answer: b) Insert → Rows

46. Which option is used to protect a sheet?
a) Tools → Protect Document
b) Format → Sheet
c) Insert → Sheet Lock
d) View → Security
Answer: a) Tools → Protect Document

47. What does the COUNTIF() function do?
a) Counts cells matching criteria
b) Counts text only
c) Counts blank cells
d) Counts all cells
Answer: a) Counts cells matching criteria

48. Which function finds the median in Calc?
a) MEDIAN()
b) MID()
c) AVG()
d) MIDVAL()
Answer: a) MEDIAN()

49. Which Calc feature splits large data into smaller pieces across sheets?
a) Data → Split
b) Data → Subtotals
c) Tools → Split Data
d) View → Split Sheet
Answer: b) Data → Subtotals

50. How can you switch between worksheets in Calc?
a) Ctrl + Tab
b) Alt + Tab
c) Shift + Enter
d) Ctrl + Shift
Answer: a) Ctrl + Tab

Microsoft PowerPoint MCQs (25 Questions)

1. Which file extension is used for PowerPoint presentations?
a) .docx
b) .xlsx

c) .pptx
d) .txt
Answer: c) .pptx

2. What is a slide?
a) A page in a document
b) A single screen in a presentation
c) A picture
d) A video
Answer: b) A single screen in a presentation

3. Which view is used for creating and editing slides?
a) Slide Show View
b) Slide Sorter View
c) Normal View
d) Reading View
Answer: c) Normal View

4. Which tab is used to insert images in PowerPoint?
a) Home
b) Design
c) Insert
d) View
Answer: c) Insert

5. What is the shortcut to start a presentation from the beginning?
a) F2
b) F5
c) F4
d) F1
Answer: b) F5

6. Which feature lets you apply the same design to all slides?
a) Slide Master
b) Layout
c) Design Tab
d) Format Background
Answer: a) Slide Master

7. What is a placeholder?
a) A sample slide
b) A dummy image
c) A box that holds content

d) A title
Answer: c) A box that holds content

8. Which file type can you export a presentation as for sharing?
a) .pptx
b) .pdf
c) .zip
d) .xls
Answer: b) .pdf

9. Which transition applies visual movement between slides?
a) Animation
b) Theme
c) Slide Transition
d) Layout
Answer: c) Slide Transition

10. Which tab allows adding animations to objects?
a) Insert
b) Transitions
c) Animations
d) View
Answer: c) Animations

11. Which button is used to create a new slide?
a) Insert → New
b) File → Add Slide
c) Home → New Slide
d) View → New
Answer: c) Home → New Slide

12. Which layout is best for a title and subtitle?
a) Title Slide
b) Two Content
c) Comparison
d) Title and Content
Answer: a) Title Slide

13. What is the use of Notes in PowerPoint?
a) To print slides
b) To write speaker notes
c) To decorate slides
d) To display transition effects

Answer: b) To write speaker notes

14. Which view shows all slides in thumbnail format?
a) Slide Sorter
b) Reading View
c) Normal View
d) Outline View
Answer: a) Slide Sorter

15. How do you insert a video in a slide?
a) Design → Video
b) Transitions → Insert Video
c) Insert → Video
d) View → Add Video
Answer: c) Insert → Video

16. Which feature allows objects to appear step-by-step?
a) Layout
b) Transitions
c) Animation
d) SmartArt
Answer: c) Animation

17. What does a design theme control?
a) Only font style
b) Only background
c) Complete look including colors and fonts
d) Only animations
Answer: c) Complete look including colors and fonts

18. Which shortcut duplicates a selected slide?
a) Ctrl + C
b) Ctrl + X
c) Ctrl + D
d) Ctrl + A
Answer: c) Ctrl + D

19. Which menu has the Slide Show option?
a) View
b) File
c) Slide Show
d) Insert
Answer: c) Slide Show

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20. Which button do you press to stop a presentation?
a) Esc
b) Tab
c) Enter
d) F11
Answer: a) Esc

21. Which function allows adding charts to slides?
a) Insert → SmartArt
b) Insert → Chart
c) Home → Chart
d) View → Chart
Answer: b) Insert → Chart

22. What is the default slide orientation in PowerPoint?
a) Portrait
b) Landscape
c) Square
d) Custom
Answer: b) Landscape

23. What is the Slide Master used for?
a) Editing notes
b) Applying transitions
c) Editing the layout/design of all slides
d) Inserting pictures
Answer: c) Editing the layout/design of all slides

24. Which tab contains the Shape tool?
a) Insert
b) Home
c) Review
d) Transitions
Answer: a) Insert

25. What is SmartArt used for?
a) Designing backgrounds
b) Inserting charts
c) Creating visual diagrams
d) Making transitions
Answer: c) Creating visual diagrams

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OpenOffice Impress MCQs (25 Questions)

26. What is the default file extension for Impress presentations?
a) .pptx
b) .imp
c) .odp
d) .odf
Answer: c) .odp

27. Which menu contains Slide Transition options in Impress?
a) View
b) Format
c) Slide Show
d) Slide
Answer: d) Slide

28. What is the shortcut to start slide show in Impress?
a) F5
b) F2
c) F7
d) F1
Answer: a) F5

29. Which view displays slide thumbnails?
a) Normal
b) Notes
c) Handout
d) Slide Sorter
Answer: d) Slide Sorter

30. Which of these is not a valid view in Impress?
a) Normal
b) Outline
c) Reading View
d) Slide Sorter
Answer: c) Reading View

31. Where can you find the Master Slide option?
a) Format → Slide Design

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b) View → Master Slide
c) Tools → Master
d) Slide → Master
Answer: b) View → Master Slide

32. Which panel is used to insert new slides in Impress?
a) Slide Pane
b) Task Pane
c) View Pane
d) Format Pane
Answer: a) Slide Pane

33. Which tool is used to create diagrams in Impress?
a) Chart Tool
b) Drawing Toolbar
c) Insert → Diagram
d) Format → SmartArt
Answer: b) Drawing Toolbar

34. Which format can you export an Impress presentation to?
a) .pdf
b) .html
c) .swf
d) All of the above
Answer: d) All of the above

35. Which tab is used to insert a table in Impress?
a) Format
b) Tools
c) Insert
d) View
Answer: c) Insert

36. Which option is used to set slide timings?
a) Slide Show → Rehearse Timings
b) Tools → Timer
c) Format → Timings
d) View → Timing Setup
Answer: a) Slide Show → Rehearse Timings

37. Which function checks spelling in Impress?
a) Tools → Check
b) Tools → Spelling

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c) Edit → Spelling
d) Review → Spelling
Answer: b) Tools → Spelling

38. To apply the same background to all slides:
a) View → Master Slide
b) Format → Page
c) Slide → Set Background
d) Tools → Background
Answer: a) View → Master Slide

39. Which menu allows animation effects for objects?
a) Insert
b) Format
c) Slide Show
d) Tools
Answer: c) Slide Show

40. Which Impress component shows slide thumbnails on the left?
a) Slide Sorter
b) Slide Pane
c) Outline
d) Navigator
Answer: b) Slide Pane

41. What is Impress mainly used for?
a) Editing documents
b) Making spreadsheets
c) Creating presentations
d) Managing emails
Answer: c) Creating presentations

42. Which menu helps to insert sound or video?
a) Slide
b) Insert
c) Tools
d) View
Answer: b) Insert

43. Which function is used to duplicate slides in Impress?
a) Slide → Duplicate Slide
b) Insert → Clone Slide
c) Edit → Duplicate

d) View → Duplicate
Answer: a) Slide → Duplicate Slide

44. How can you add speaker notes in Impress?
a) View → Notes
b) Slide → Notes
c) Insert → Notes
d) Tools → Comments
Answer: a) View → Notes

45. Which panel in Impress helps in selecting slide layouts?
a) Task Pane
b) Tools Pane
c) Format Pane
d) Layout Panel
Answer: a) Task Pane

46. Which option controls how objects appear on a slide?
a) Transition
b) Layout
c) Animation
d) Design
Answer: c) Animation

47. What does 'Insert → Object' allow you to add?
a) Tables
b) Charts
c) Plug-ins
d) All of the above
Answer: d) All of the above

48. How do you save a presentation in Impress?
a) File → Save As
b) Tools → Save
c) Format → Save
d) Slide → Save
Answer: a) File → Save As

49. Which function is used to align objects?
a) Format → Align
b) Tools → Arrange
c) Slide → Align
d) Insert → Position

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Answer: a) Format → Align

50. Which shortcut closes the Impress program?
a) Ctrl + Q
b) Alt + F4
c) Ctrl + W
d) Esc
Answer: b) Alt + F4

A. Computer Networks (15 MCQs)

1. What is a computer network?
a) Collection of isolated computers
b) Group of interconnected computers
c) Single computer
d) Software application
Answer: b) Group of interconnected computers

2. Which device connects multiple computers in a network?
a) Modem
b) Router
c) Switch
d) Scanner
Answer: c) Switch

3. Which type of network covers a small area like a home or office?
a) WAN
b) MAN
c) LAN
d) CAN
Answer: c) LAN

4. Which protocol is used to send emails?
a) HTTP
b) FTP
c) SMTP
d) SNMP
Answer: c) SMTP

5. IP stands for:
a) Internet Protocol
b) Internal Program
c) Internet Port
d) Input Protocol

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Answer: a) Internet Protocol

6. Which one is a wireless communication technology?
a) Ethernet
b) Bluetooth
c) USB
d) HDMI
Answer: b) Bluetooth

7. A unique identifier assigned to a computer on a network is called:
a) DNS
b) IP address
c) URL
d) MAC address
Answer: b) IP address

8. What does WAN stand for?
a) Wide Array Network
b) Wireless Access Network
c) Wide Area Network
d) Wired Area Network
Answer: c) Wide Area Network

9. Which of the following is NOT a network topology?
a) Star
b) Tree
c) Circular
d) Mesh
Answer: c) Circular

10. What device is used to connect different networks?
a) Switch
b) Hub
c) Router
d) Bridge
Answer: c) Router

11. Which protocol is used to browse websites?
a) FTP
b) TCP
c) HTTP
d) SMTP
Answer: c) HTTP

12. Which of these is not a type of network?
a) LAN
b) MAN
c) WAN
d) SAN
Answer: d) SAN

13. Which device amplifies a network signal?
a) Router
b) Repeater
c) Switch
d) Modem
Answer: b) Repeater

14. Which media is used in wireless transmission?
a) Optical fiber
b) Copper wire
c) Radio waves
d) Coaxial cable
Answer: c) Radio waves

15. What does DNS do?
a) Assign IP addresses
b) Translate domain names to IP
c) Send emails
d) Encrypt passwords
Answer: b) Translate domain names to IP-

B. Internet & Web Browsers (10 MCQs)

16. Which of the following is a web browser?
a) Google
b) Yahoo
c) Firefox
d) Gmail
Answer: c) Firefox

17. URL stands for:
a) Uniform Resource Locator
b) Universal Reference Link
c) Uniform Related Link
d) Unique Resource Locator
Answer: a) Uniform Resource Locator

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18. Which protocol is secure for browsing websites?
a) HTTP
b) FTP
c) HTTPS
d) SMTP
Answer: c) HTTPS

19. Which of the following is not a search engine?
a) Bing
b) DuckDuckGo
c) Chrome
d) Google
Answer: c) Chrome

20. What does the 'Refresh' button in a browser do?
a) Opens a new tab
b) Reloads the webpage
c) Opens browser settings
d) Closes the browser
Answer: b) Reloads the webpage

21. Incognito mode in browsers is used for:
a) Speeding up browsing
b) Private browsing
c) Changing languages
d) Saving bookmarks
Answer: b) Private browsing

22. What does a web browser use to display a website?
a) Code compiler
b) Web server
c) Rendering engine
d) Data processor
Answer: c) Rendering engine

23. What is the function of a browser's cache?
a) Speed up loading
b) Increase downloads
c) Prevent cookies
d) Save passwords
Answer: a) Speed up loading

24. Which of these is NOT a browser?
a) Safari
b) Opera
c) Excel
d) Edge
Answer: c) Excel

25. Which keyboard shortcut opens a new tab in most browsers?
a) Ctrl + T
b) Ctrl + N
c) Ctrl + W
d) Ctrl + S
Answer: a) Ctrl + T

C. Google Forms (10 MCQs)

26. What is Google Forms used for?
a) Writing documents
b) Making presentations
c) Creating surveys and quizzes
d) Sending emails
Answer: c) Creating surveys and quizzes

27. Which question type allows multiple correct answers?
a) Short Answer
b) Paragraph
c) Multiple Choice
d) Checkboxes
Answer: d) Checkboxes

28. Which setting collects email addresses?
a) Share
b) Preview
c) Settings → Collect email
d) Add-ons
Answer: c) Settings → Collect email

29. Which tab allows you to view form responses?
a) Questions
b) Responses
c) Tools
d) Summary

Answer: b) Responses

30. How can you limit a Google Form to one response per user?
a) Share privately
b) Use timer
c) Require sign-in
d) Use quizzes
Answer: c) Require sign-in

31. Which feature converts a form into a quiz?
a) Tools → Quiz
b) Settings → Make this a quiz
c) Add-ons → Quiz Master
d) File → Convert
Answer: b) Settings → Make this a quiz

32. What does the "Required" toggle do?
a) Skips the question
b) Makes question optional
c) Prevents submission without answering
d) Deletes the question
Answer: c) Prevents submission without answering

33. Which file format is used when downloading form responses?
a) .docx
b) .xlsx
c) .csv
d) .pdf
Answer: c) .csv

34. What does the eye icon in Google Forms do?
a) View responses
b) Preview the form
c) View data
d) Publish
Answer: b) Preview the form

35. Which of these is not a valid question type in Google Forms?
a) Multiple choice
b) Checkbox
c) Slider
d) File upload
Answer: c) Slider

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D. Google Sheets (15 MCQs)

36. What is Google Sheets?
a) Word processor
b) Spreadsheet application
c) Browser
d) Email tool
Answer: b) Spreadsheet application

37. Which function adds numbers in Google Sheets?
a) =COUNT()
b) =ADD()
c) =SUM()
d) =TOTAL()
Answer: c) =SUM()

38. Which symbol is used to start a formula?
a) $
b) @
c) =
d) +
Answer: c) =

39. Which function counts cells with numbers?
a) =COUNTA()
b) =COUNTIF()
c) =COUNT()
d) =CELL()
Answer: c) =COUNT()

40. Which menu lets you freeze rows/columns?
a) View
b) Data
c) Format
d) Tools
Answer: a) View

41. Which chart type is best for trends over time?

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a) Pie Chart
b) Line Chart
c) Column Chart
d) Bar Chart
Answer: b) Line Chart

42. Which function gives the average of values?
a) =MEAN()
b) =AVERAGE()
c) =MID()
d) =AVG()
Answer: b) =AVERAGE()

43. To share a Google Sheet, click:
a) File → Save
b) Tools → Share
c) Share button at top-right
d) View → Share
Answer: c) Share button at top-right

44. Which menu has conditional formatting?
a) Format
b) Data
c) Tools
d) View
Answer: a) Format

45. To sort a column A–Z:
a) View → Sort
b) Data → Sort sheet
c) Tools → Sort
d) Format → Sort
Answer: b) Data → Sort sheet

46. What does the fill handle do?
a) Erases content
b) Fills formulas or values
c) Sorts columns
d) Adds new rows
Answer: b) Fills formulas or values

47. What is the default file format for Google Sheets?
a) .xlsx

b) .csv
c) .gsheet
d) .docx
Answer: c) .gsheet

48. How do you insert a new row?
a) Right-click → Insert row
b) Format → Add Row
c) Tools → Row
d) File → Insert
Answer: a) Right-click → Insert row

49. Which function searches for data in a table?
a) =VLOOKUP()
b) =SEARCH()
c) =MATCH()
d) =IF()
Answer: a) =VLOOKUP()

50. Which formula checks if a condition is true?
a) =CHECK()
b) =IF()
c) =TRUE()
d) =WHEN()
Answer: b) =IF()

FILL IN THE BLANKS:
1. A **computer** is an electronic device that processes data.
2. The physical parts of a computer are called **hardware.**
3. **Software** is a set of instructions that tells the computer what to do.
4. The information entered into a computer is called **input.**
5. The result produced by the computer is called **output.**
6. A **file** is a collection of data stored on a computer.
7. A **folder** is used to organize files.
8. **Bit** is the smallest unit of data in a computer.
9. System software includes the **operating system.**
10. **Application software** is used to perform specific tasks like word processing

Memory

11. RAM stands for **Random Access Memory**
12. RAM is a type of **volatile memory.**
13. ROM stands for **Read Only Memory.**
14. ROM is a type of **non-volatile memory.**
15. **Cache memory** is a small high-speed memory.
16. Storage devices like **hard disks** are used for long-term data storage.

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17. Primary memory includes **RAM and ROM.**
18. Secondary memory includes **hard drives, CDs, and USB drives**.
19. Memory is measured in **bytes.**
20. 1024 KB = **1 MB**

CPU (Central Processing Unit)

21. **CPU** is the brain of the computer.
22. The full form of CPU is **Central Processing Unit**
23. The **ALU** performs arithmetic and logic operations.
24. The **CU** controls the operations of the processor.
25. **CPU** processes instructions from the software.

I/O Devices

26. A **keyboard** is an input device.
27. A **mouse** is used to point and click on items.
28. A **printer** is an output device.
29. A **scanner** converts physical documents into digital format.
30. **Speakers** are used to produce sound output.
31. **Webcam** is used to capture video input.
32. **Monitor** displays the visual output of a computer.

Operating System (OS)

33. An **operating system** is system software.
34. **Windows** is a popular graphical operating system.
35. The **OS** manages hardware and software resources.
36. **Linux** is an open-source operating system
37. The OS provides a **user interface.**

GUI (Graphical User Interface)

38. GUI stands for **Graphical User Interface**.
39. A **mouse** is commonly used to interact with a GUI.
40. **GUI** uses icons and windows for user interaction.
41. Clicking **an icon** opens the related program.

Desktop Icons & Functions

42. **My Computer** allows access to drives and files.
43. **Recycle Bin** stores deleted files temporarily.
44. A shortcut is a link to a **file, folder, or application.**
45. **Double-clicking** an icon opens it.
46. **Right-click** shows a context menu

Dialog Box, Taskbar & Parts of Windows

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47. A **dialog box** allows users to give input or choose options.
48. The **taskbar** shows open programs and the Start menu.
49. The **title bar** displays the name of the open window.
50. The **Start menu** gives access to programs, files, and settings.

MS Word (15 Fill-in-the-blanks)

1. The default file extension of MS Word 2016 is **.docx.**
2. The shortcut key to copy selected text is **Ctrl + C**.
3. **Header** appears at the top of every page in a document.
4. **Footer** appears at the bottom of every page.
5. The **Thesaurus** feature suggests synonyms for selected words.
6. **Justify** aligns text evenly along both left and right margins.
7. You can insert a page break by pressing **Ctrl + Enter.**
8. **Table** is used to organize data in rows and columns.
9. A **bookmark** helps to navigate to a specific location in a document.
10. The **Home tab** contains font formatting options.
11. **Mail Merge** is used to create personalized letters for mass mailing.
12. The **Spelling & Grammar tool** checks spelling and grammar mistakes.
13. **Watermark** is a faint background text or image.
14. The default orientation of a page is **Portrait**.
15. **Save As** allows you to save a copy of the document with a new name.

MS Excel (15 Fill-in-the-blanks)

16. A worksheet is made up of **rows and columns**.
17. The intersection of a row and a column is called a **cell.**
18. The formula starts with an **= sign.**
19. **SUM** function is used to add values.
20. **Ctrl** + Arrow Key moves to the edge of the data region.
21. **Cell reference** refers to the cell's location.
22. A group of selected cells is called a **range.**
23. **Filter** is used to display specific data.
24. **Chart** represents data visually.
25. **AutoFill** fills adjacent cells with a series or pattern.
26. **Wrap Text** displays all contents of a cell within multiple lines.
27. **Merge & Center** combines cells and centers the content.
28. A formula with absolute reference uses **$ symbol**.
29. **Pivot Table** summarizes large data sets.
30. **COUNT** function counts numeric entries.

MS PowerPoint (10 Fill-in-the-blanks)

31. A **PowerPoint** file is known as a presentation.
32. Each page in a presentation is called a **slide**.
33. **Transition effects** are applied between slides.
34. **Animation effects** are applied to slide objects.

35. The default file extension is **.pptx.**
36. **Slide Sorter** view displays all slides in thumbnail form.
37. **F5** is used to start the slideshow from the beginning.
38. **Design tab** is used to change the theme of slides.
39. A **placeholder** holds text, images, or objects.
40. **SmartArt** is used to create diagrams.

Computer Network (15 Fill-in-the-blanks)

41. A network that covers a small area is called a **LAN.**
42. A **router** connects multiple networks together
43. The full form of IP is **Internet Protocol.**
44. The device that regenerates signals is called a **repeater.**
45. Wi-Fi is a **wireless networking** technology.
46. A unique address of a device on a network is **MAC address**.
47. **Server** provides resources to clients in a network.
48. **Client** is a computer that uses network services.
49. A **hub** connects multiple computers in a network.
50. The **Internet** is a global network of networks.
51. **Firewall** protects networks from unauthorized access.
52. **Switch** connects devices within a LAN efficiently.
53. **Topology** refers to the layout of a network.
54. The most common network protocol is **TCP/IP.**
55. **Bandwidth** refers to data transfer rate.

Internet (10 Fill-in-the-blanks)

56. URL stands for **Uniform Resource Locator.**
57. WWW stands for **World Wide Web.**
58. **Browser** is used to access websites.
59. **HTTP** is the standard protocol for web communication.
60. **Google Chrome** is a popular web browser.
61. **Incognito mode** provides private browsing.
62. A **file** downloaded from the web is stored in Downloads folder.
63. **Cookies** store user preferences on websites.
64. A **search engine** helps find information online.
65. The full form of ISP is **Internet Service Provider.**

Open Office Base (10 Fill-in-the-blanks)

66. **Open Office Base** is used for database management.

67. A **table** stores data in rows and columns.
68. **Primary Key** uniquely identifies each record.
69. **Form** is used for data entry.
70. A **query** is used to extract data based on criteria.
71. **Report** summarizes and prints database data.

72. **Field** is a column in a database table.
73. A **group** of related data is called a record.
74. You can create relationships between **tables.**
75. **.odb** is the default file extension for OpenOffice Base files.

Open Office Calc (15 Fill-in-the-blanks)

76. **Open Office Calc** is a spreadsheet program.
77. The file extension of Calc is .**ods.**
78. Each sheet contains cells arranged in **rows and columns.**
79. The default function to find the total is **SUM.**
80. **AutoFill** is used to fill series automatically.
81. **Function Wizard** helps in inserting functions.
82. **The formula bar** displays the content of the active cell.
83. **Ctrl + `** shows all formulas in the sheet.
84. **COUNTIF** is used to count cells based on a condition.
85. **Filter** is used to show only specific rows.
86**. Cell** is the intersection of a row and a column.
87. **=A1+B1** is an example of a formula.
88. **Wrap text** is used to fit content inside a cell.
89. You can insert **a chart** to visualize data.
90. **Find & Replace** helps in locating specific data.

Open Office Impress (10 Fill-in-the-blanks)

91. **Open Office Impress** is used for creating presentations.
92. Each screen of presentation is called a **slide.**
93. The file extension is .**odp.**
94. **Slide Show** displays slides in full screen.
95**. Transition** is the effect between two slides.
96. A**nimation** applies effects to objects.
97. **Master Slide** is used to maintain uniform design.
98. **Notes section** is used to add speaker's notes.
99. **Slide Sorter** helps to rearrange slides easily.
100. The default layout contains title and content **placeholders.**

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Best Wishes & Regards

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