

FIT SUGGESTION (B.com (hons, Comp, Gen, CA)

Unit I

- 1 What are the elements of a computer? Explain with a diagram.
- 2 What are the Features and limitations of computer?
- 3 Write about generations of computer?
- 4 Write about Input and output devices of computer (Diagram)
- 5 What are various types of computer and their features?
- 6 Explain the impact of IT on business and society?
- 7 Write about various secondary memories?
- 8 Features and types of ROM?
- 9 Features and types of RAM?
- 10 Differentiate between
 - a. data and information
 - b. RAM AND ROM
 - c. Supercomputer and Mainframe computer
 - d. Analog and digital Computers
 - e. Hardware and Software

Unit II

- 1 Define OS? What are different types of OS?
- 2 Explain features and functions of OS?
- 3 Write about booting process?
- 4 What are Features of DOS
- 5 Explain the concept of directory and files
- 6 Write about internal and external commands of Dos. (About, Syntax and Example)
- 7 Write a short note on wild card characters?
- 8 Explain various windows accessory utility?
- 9 What is control panel? Explain items under control panel.
- 10 Write about the start menu of windows?
- 11 What is a virus? What are the features of virus?
- 12 Explain different types of virus.
- 13 What security measures can be implemented to overcome the problems of virus?
- 14 Write a short note on hacker
- 15 Define Cryptology ; Cryptography; Crypto analysis?
- 16 What are the various security services provided by cryptography?
- 17 Illustrate cryptosystem with the help of a diagram?

Unit III

- 1 Explain features and applications of MS Word?
- 2 Write a short note on
 - a. Spell check.
 - b. Hyperlink.
 - c. Macro.
 - d. Header and footer.
 - e. Autocorrect.
 - f. Auto format.
 - g. Template
 - h. Wizard
 - i. Alignment
 - j. Clipart
- 3 Write about various formatting functionality of MS Word.
- 4 Write a short note on footnotes and comments.

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- 5 What is a table and write steps to create a table in MS Word. Write any 2 functions that can be used in MS Word table?
- 6 What is mail merge? Write its procedure and purpose.

Unit IV

1. Explain features and applications of MS Excel
2. Explain
 - a. Mathematical functions.
 - b. String functions.
 - c. Statistical functions.
 - d. Logical functions.
 - e. Date functions.
3. Write about cell referencing and various types of cell referencing in MS Excel
4. Write a short note on
 - a. Cell and Cell address
 - f. Goal seek.
 - g. Charts.
 - h. Worksheet.
 - i. Data Validation and consolidation.
 - j. Filter
 - k. Pivot table
 - l. Graphs
 - m. Sort

Unit V

- 1 Write about Features , Advantages and Applications of Power-Point
- 2 Write the steps to add, edit and delete the slides in Power-Point?
- 3 Write a short note on
 - a. Action button.
 - b. Custom animation.
 - c. Templates.
 - d. Wizards.
 - e. Slide transitions.
 - f. Slide show
- 4 What are the various parts of MS Power-point window?
- 5 What are the different views in Power-Point
- 6 What is internet and what are various services provided by internet?
- 7 Advantages and disadvantages of internet
- 8 Write a short note on
 - a. www
 - b. http
 - c. URL
 - d. browser
 - e. ISP
- 9 What is multimedia and how it is used in web?
- 10 What are the applications of multimedia?
- 11 Short note on
 - a. images
 - b. audio
 - c. video
 - d. IT security