

# FUNDAMENTALS OF INFORMATION TECHNOLOGY AND OFFICE AUTOMATION

## BCOM(COMPUTER APPLICATIONS)

### I YEAR-I-SEM

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#### Unit 1

##### **Short Answer Questions:(5 Marks)**

1. What are the components of a CPU ?
2. Difference between RAM and ROM ?
3. Conversion Problems (12 Conversions)
4. Write a Short notes on Binary and Decimal Number System.
5. Write a short notes on the Evolution of Computers.

##### **Long Answer Questions: (10 Marks)**

1. Explain different Number Systems in Detail with suitable Examples and Conversions.
2. Explain Generations of Computers in details.
3. Draw the Block Diagram of computer system. Detailly write about the functionality of each component?
4. Explain Evolution of computers detailly with Examples?

#### Unit 2

##### **Short Answer Questions:**

1. Difference between LAN, MAN, WAN ?
2. Explain input and output devices with examples.
3. Difference between micro, mainframe and super computer.
4. Explain world wide web (WWW) and its features.
5. Differences between Bus Topology and Star Topology
6. Define a computer network. Explain any four features of computer networks.

### **Long Answer Questions:**

1. Explain types of network topologies with neat diagram .
2. Explain different types of computer networks with suitable diagrams.
3. Explain different types of computers with examples and uses.
4. Explain the different types of storage devices and describe the memory hierarchy in detail.
5. Explain the basic organization of a computer with a neat diagram.

### **Unit 3**

### **Short Answer Questions:**

1. Explain any five advantages of word processing.
2. What are tables in word processing and why are they used?
3. Explain Header and Footer in word document and their significance.
4. Discuss the key features of Microsoft PowerPoint.
5. Explain the importance of using transitions and animations in presentations?

### **Long Answer Questions:**

1. Explain the features and advantages of a word processor in detail.
2. Explain navigational and document management shortcut keys in MS Word.
3. Explain the different types of presentation slide show ?
4. Explain the importance of Transitions and Animations in PowerPoint presentations. Explain with examples.
5. Explain how multimedia elements are inserted into PowerPoint presentations.

### **Unit 4**

### **Short Answer Questions:**

1. What is a spreadsheet? Mention its uses in business.
2. Explain SUM function with an example.
3. What is conditional formatting? Mention any two uses.
4. Explain charts in Excel.
5. Write a short note on VLOOKUP.

## Long Answer Questions:

1. Explain the importance of spreadsheets in business and accounting applications.
2. Explain commonly used Excel functions: SUM, AVERAGE, COUNT, and IF with examples.
3. Explain charts and graphs used in business data analysis.
4. Explain data handling techniques: sorting, filtering, and conditional formatting with examples.
5. Explain VLOOKUP and HLOOKUP functions and their use in business reports.

## Unit 5

## Short Answer Questions:

1. What is a Pivot Table? Give two business uses.
2. Explain dropdown list in Data Validation.
3. What is Goal Seek? Mention one application.
4. Write a short note on Dashboards.
5. What is the use of Freeze Panes in Excel?

## Long Answer Questions:

1. Explain the role of **Pivot Tables** in business data analysis.
2. Explain **Data Validation** and its importance in maintaining data accuracy in business spreadsheets.
3. Explain **What-If Analysis** and its applications in financial decision making.
4. Explain how **dashboards** help management in business reporting.
5. Explain **charts used in business**, including **combo charts and sparklines**.