

Instruction: Attempt any Five Questions. All questions carry equal marks. Extra Attempt of any Question will not be considered.

Question No. 1

Explain Uses of Excel in business.

Question No. 2

Define Data and information. Discuss how data becomes information

Question No. 3

What is software. Write different types of software.

Question No. 4

Write a note on input and output devices.

Question No. 5

Explain types of Computer.

Question No. 6

Differentiate between LAN, MAN and WAN.

Question No. 7

Write advantages of internet.

Question No. 8

Explain environment of Windows XP

See Guideline/Hints for each question on next page.

Guideline/Hints for each question

Here's how you can structure your answers concisely yet comprehensively for a B.Com level:

Question No. 1 – Discuss at least 5 key business uses of Excel, such as data analysis, financial management, reporting, automation, and forecasting. Use examples to enhance clarity.

Question No. 2 – Define data as raw facts and information as processed data with meaning. Explain the process of converting data into information using a simple example (e.g., sales figures turned into reports).

Question No. 3 – Define software as a set of programs that run a computer. Explain system software (OS, utilities) and application software (MS Office, accounting software) with examples.

Question No. 4 – Describe input devices (keyboard, mouse, scanner) and output devices (monitor, printer, speakers). Mention their roles in computing.

Question No. 5 – Explain types of computers based on size and function (supercomputers, mainframes, minicomputers, microcomputers). Give real-world examples.

Question No. 6 – Define LAN (small area like an office), MAN (city-wide network), and WAN (large geographical areas, e.g., the internet). Use a comparison table.

Question No. 7 – List at least 5 advantages of the internet, such as communication, e-commerce, education, entertainment, and global connectivity. Provide examples.

Question No. 8 – Describe Windows XP's environment, including the Start Menu, taskbar, file management system, and control panel. Mention its user-friendly interface.

Keep answers to the point, use examples, and present them in a structured manner for better clarity and marks.