

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 MS Word in business.

Question No. 2

Define Data and information. Discuss how data becomes information.

Question No. 3

What is software. Write different types of system software

Question No. 4

Write a note on CPU.

Question No. 5

Explain characteristics of computer.

Question No. 6

Write advantages of LAN.

Question No. 7

Write services of internet.

Question No. 8

Explain features of Excel

See Guideline/Hints for each question on next page.

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Paksights Guideline/Hints for each question

Q1: Uses of MS Word in Business

- **Introduction:** Define MS Word as a word processing software.
 - **Key Business Uses** (Explain each with examples):
 1. Document creation (letters, reports, invoices).
 2. Formatting and styling (fonts, templates, tables).
 3. Collaboration tools (track changes, comments, sharing).
 4. Automation (mail merge, templates).
 5. Security features (password protection).
 - **Conclusion:** Importance of MS Word in business documentation.
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Q2: Data and Information & How Data Becomes Information

- **Definition of Data:** Raw facts and figures.
 - **Definition of Information:** Processed, meaningful data.
 - **Process of Data Becoming Information** (Explain each step with an example):
 1. **Collection** – Gathering raw data.
 2. **Processing** – Organizing and analyzing.
 3. **Storage** – Saving for future use.
 4. **Output** – Presenting data as reports, charts, etc.
 5. **Feedback** – Reviewing and refining data.
 - **Example:** Sales numbers converted into performance reports.
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Q3: Software & Types of System Software

- **Definition of Software:** Set of instructions for computers.
- **Definition of System Software:** Manages hardware and system resources.
- **Types of System Software** (Explain each with examples):
 1. **Operating System** (Windows, Linux, MacOS).
 2. **Utility Programs** (Antivirus, Disk Cleanup, Backup tools).
 3. **Firmware** (Pre-installed software in hardware devices).
 4. **Device Drivers** (Software that helps hardware function).

- **Conclusion:** Importance of system software in computing.
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Q4: Write a Note on CPU

- **Definition of CPU:** Central Processing Unit – the brain of the computer.
 - **Components of CPU** (Explain each briefly):
 1. **ALU (Arithmetic Logic Unit)** – Performs calculations and logic operations.
 2. **CU (Control Unit)** – Directs operations of the computer.
 3. **Registers** – Small storage for immediate processing.
 - **Function of CPU:** Executes instructions, processes data, and controls system operations.
 - **Importance in Business Applications.**
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Q5: Characteristics of a Computer

- **Key Characteristics** (Explain each with examples):
 1. **Speed** – Processes data quickly.
 2. **Automation** – Executes tasks without manual intervention.
 3. **Accuracy** – Provides precise results.
 4. **Storage** – Saves large amounts of data.
 5. **Connectivity** – Communicates with other devices.
 6. **Multitasking** – Runs multiple applications simultaneously.
 - **Conclusion:** How these characteristics benefit businesses.
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Q6: Advantages of LAN

- **Definition of LAN (Local Area Network)** – A network within a small geographical area.
- **Advantages** (Explain each with examples):
 1. **High Speed** – Faster communication between connected devices.
 2. **Cost-Effective** – Reduces hardware and internet costs.
 3. **File Sharing** – Easy access to shared data and resources.
 4. **Security** – Better control over access to data.
 5. **Centralized Data Management** – Easier maintenance and backup.
- **Conclusion:** Why LAN is widely used in businesses and offices.

Q7: Services of the Internet

- **Introduction:** Explain the internet as a global network.
- **Major Services of the Internet** (Explain each with examples):
 1. **Email** – Communication via Gmail, Outlook.
 2. **World Wide Web (WWW)** – Access to websites and information.
 3. **E-commerce** – Online shopping (Amazon, eBay).
 4. **Cloud Computing** – Online storage (Google Drive, Dropbox).
 5. **Social Media** – Connecting people (Facebook, Twitter).
 6. **Online Banking** – Financial transactions via the internet.
- **Conclusion:** Role of the internet in modern business and communication.

Q8: Features of MS Excel

- **Introduction:** Explain Excel as a spreadsheet software.
- **Key Features** (Explain each with examples):
 1. **Formulas & Functions** – SUM, AVERAGE, IF, VLOOKUP.
 2. **Data Visualization** – Charts, graphs, pivot tables.
 3. **Data Sorting & Filtering** – Organizing large datasets.
 4. **Conditional Formatting** – Highlighting important data.
 5. **Automation** – Using Macros for repetitive tasks.
- **Conclusion:** Importance of Excel in financial and business management.

General Answering Tips:

- ✓ **Use headings & bullet points** for clarity.
- ✓ **Provide practical examples** to strengthen the answer.
- ✓ **Use comparison tables** where applicable.
- ✓ **Keep answers well-structured and concise** for maximum marks.

This method ensures **clear, professional, and high-scoring answers!** 