

Model viva questions for “**Computer Fundamental and its Application**”.
Common to: **CS/IT (1st SEM)**.

Title of practical: Study of input and output devices of computer system.

Q1 what is an input devices?

Ans: An input device is an electromechanical device that accepts data from the outside world; translate them into a form such as a computer can interpret to that.

Q2 what are the input devices are available today?

Ans: several input devices are available today. Some of them are:-

1. keyboard
2. mouse
3. trackball
4. joystick
5. electric pen
6. scanner
7. Voice recognition devices etc.

Q3: Define keyboard?

Ans: These are most common used input devices today which allow data entry into a system by processing a set of keys, connected to the computer system. The most popular keyboard is a 101 keys keyboard.

Q4 Define trackball?

Ans: A track ball is a device very similar to mouse. In track ball, the ball is placed on the top along with buttons where in mouse the ball is present in the base of mouse. To move the gripper's cursor around the screen the ball is rolled with the finger.

Q5 what is the difference between track ball and mouse?

Ans: A track ball requires less space, than a mouse because the whole device is not moved for moving the graphics cursor.

Q6 what is an output device?

Ans: An output device is an electromechanical device, which accepts data from a computer and transfers them into a form, which is suitable for use by the outside world.

Q7 what are the output devices are available today?

Ans: several output devices are available today. Some of them are:-

1. Monitors.
2. Printers.
3. Plotters.
4. Lcd. (liquid crystal display)

Q8 Define printers?

Ans: Printers are the most commonly used output device producing hardcopy output.

Q9 what are the printers available today?

Ans: several input devices are available today. Some of them are:-

1. Dot matrix printer.
2. Inkjet printer.
3. Drum printer.
4. Laser printer.
5. Chain/Band printer.

Q10 Define plotters?

Ans: plotters are ideal output devices for architects, engineer, city planners, and others who need to routinely generate high precision hard copy graphic output widely varying sizes.

Title of practical: Study of storage devices of computer system.

Q1.What is the types of storage devices?

Ans: According to the access types, these can be classified into two groups as follows.

1. Sequential Access Storage Devices.
2. Direct Access Storage Devices.

Q2. Define Sequential Access Storage Devices?

Ans: It is the one in which the arrival at the location desired may be proceed by sequencing, through other locations, so that the access time varies according to location.

Ex: - Magnetic tape.

Q3: Define Direct Access Storage Devices?

Ans: A direct storage access device is also known as random access storage device. It is the in which any location in the device may be selected at random-access to the information stored is direct and approximately equal access time is required for each location.

Ex:-RAM, ROM

Q4: Define magnetic tape?

Ans: Magnetic tape is the most popular storage medium for large data, which are sequentially accessed and proceed. The magnetic tape medium is a plastic ribbon, which is ½ inch wide and 50 to 200 large. It is coated with a magnetically recording material such as iron oxide or chromium dioxide .Data are recorded on the tap in the form of tiny invisible magnetized and non-magnetized spots on the coated surface of the tape.

Q5: What are the advantages of magnetic tape?

Ans: Advantage of magnetic tape are as follows.

1. Tapes can be erased and reused many times.
2. Very large amount of data can be stored in a small storage space.

Q6: What are the limitations of magnetic tape?

Ans: Limitation of magnetic tape is as follows.

1. Due to their sequential access nature they are not suitable for storage of those data, which frequently require to be accessed randomly.
2. They must be stored in a dust free environment because dust can cause tape-reading error.

Q7: Define Magnetic Disks?

Ans: Magnetic disk is the most popular storage media for direct access secondary storage.

A magnetic disk is a thin circular plate/plotter made of metal on plastic, which is usually created on both sides with a magnetically material such as iron oxide. A standard binary code, usually 8bit EBCDIC is used for recording the data.

Q8: Give some example of magnetic disks devices?

Ans1. Floppy disk.

2. Hard disk.
3. Disk Pack.

Q9: What are the advantages of magnetic disk?

Ans: Advantage of magnetic disk is as follows.

1. Files can be arranged sequentially in random manner.
2. Since disks are direct access storage .Each record can be loaded independently this is not possible with magnetic tape which is essentially a serial storage medium that is serial access storage.
3. Time taken to locate a record is independently of the position of the record.
4. Data transfer is high.

Q10: What are the limitations of magnetic disk?

Ans: Limitations of magnetic disk are as follows.

1. Disk is more expensive then magnetic tape.
2. A disk pack is heavier and more difficult to replace than a reel of tape.

Title of practical: Experiment of internal and external DOS commands.

Q1. Define commands?

Ans: A command is the name of special program that makes your computer carries out a task.

Q2. Define internal commands of MS DOS?

Ans: Internal commands are built into the operating system as part of file called COMMAND.COM .they are loaded into memory whenever you switch on your computer .When you type an internal command MS-DOS perform it immediately.

Q3. Give some example of internal commands?

Ans: Following are the examples of internal command.

1. CLS.
2. DATE
3. Time.
4. ver.
5. ECHO.
6. DIR.
7. CHDIR.
8. MD/MKDIR.
9. RD/RMDIR.
10. COPY.

Q4. Define external commands of MS DOS?

Ans: Files with extension COM or EXE are external commands, because these commands are files, they are not built into operating system.

Q5. Give some example of external commands?

Ans: Following are the examples of external command.

1. TREE.
2. EDIT.
3. FIND
4. XCOPY.

Q6. Describe CLS, DATE, TIME, DIR, CHDIR commands?

Ans: 1.The CLS command-this command is used for clearing the screen.

Syntax-CLS.

2. The DATE command- it is used for displaying or setting the date of system

Syntax-DATE.

3. The TIME command-it is used for displaying or setting the time of system.

Syntax-TIME.

4. The DIR command-used for displaying a list of files and subdirectories in a directory

Syntax-DIR.

5. The CHDIR command-Displays the name of or change the current directory.

Q7. Describe TREE, EDIT, FIND commands;

Ans: 1.The TREE command:-display the directory structure in graphical form.

Syntax-TREE.

2. The EDIT command:-start the MS DOS editor, which create and change ASCII files

3. The FIND command-searches for text, strings in a files or file.

Q8. Define HELPS command in MS DOS?

Ans:-When user type HELP command on DOS prompt, it will display all available commands on the dos.

Syntax-HELP

Q9. How to know the process-id in the DOS environment?

Ans:-To know the process-id, user will have to type the TASKLIST command in DOS prompt.

Q10. How to kill the process in the DOS environment?

Ans:-To kill the process user must know the process-id of the the process that user want to kill, for this user will have to type TASKLIST command in DOS prompt .after getting the process-id user will have to type the TSKILL command.

Syntax- TSKILL process-id.

Ex. TSKILL 2345.

Title of practical: Experiments of windows folders and file management.

Q1. Describe folders in windows operating system?

Ans:-The objects on the desktop named my computer, Network neighborhood and recycle bin are examples of folders. Folders provide a uniform means of organizing and displaying information.

Q2. Describe MY Computer folder in windows operating system.

Ans. A computer system is a mixture of hardware, firmware (the internal memory), and software. My computer window contains some of the most helpful H/W and S/W management resources available in windows.

Q3. How to open an application in windows operating system?

Ans:-To open an application or document just click on its icon.

Q4. How to rename any folders and files in windows operating system?

Ans:-The steps of renaming a folder are given below.

1. To rename a folder or file just right click on it.
2. Click on the rename which appears in the shortcut menu.
3. The folder or file name gets highlighted.
4. Type the new name of a folder.

Q5. How to delete any folders and files in windows operating system?

Ans:-To delete a file and/or folders place the cursor on the file or folder you want to delete.

Then press delete button on keyboard, right click on the folder, or file then select delete. After deleting folders, it will place on the recycle bin.

Q6. How to create our own folder?

Ans:-Steps for creating a folder are given below.

1. Right click on the object where we want to create a new folder.
2. Choose new folder from resulting menu.
3. Windows O.S creates a new folder with the name new folder.
4. Select the folder then right click to select the option rename enter name we want for the folder gently.

Q7. Write the steps to restore a deleted file or folder?

Ans:-1. Double click on the recycle bin icon on the desktop to open the recycle bin window.

2. Select the files to restore.
3. Right click on the selected file and click restore.

Q8. How to shutdown computer?

Ans:-Click on start menu then click on turn off computer then click on turn off option.

Q9. Describe control panel?

Ans:-This folder provides a variety of tools that can be used to control the way in which the p.c.'s components and windows operate. In other windows, it allows us to adjust and manage the way in which new devices are attached to and respond to the computer. From my computer window, single click the control panel icon and you will see control panel window.

Q10. How to open multiple application-using mouse?

Ans:-

1. Select the application icons.
2. Hold the ctrl key.
3. Single click on a blank area of the folder background and not on an icon.

Title of practical: Study of ms word.

Q1. What is Microsoft word?

Ans:-MS Word is a word processing application .it provides an easy way to create documents for business and personal use. You can create letters, speeches, paper, and many other type of written material.

Q2.What is title bar in ms word?

Ans:-Title bar displays the name of the open document. If you have not saved your document yet, the default name will be document1, 2, etc.

Q3.what is menu bar in ms word?

Ans:-Menu bar contains the pull down menus of all MS word functions. These are activated by selecting each word: FILE, EDIT, VIEW, INSERT, FORMAT, TOOLS, TABLE, WINDOW, and HELP.

Q4.Describe ruler in MS word?

Ans:-Ruler shows the margins of the current page.

Q5.What is the difference between save and save as?

Ans: - The difference between save and save as are given below

1. Save-when you click on save option the changes you made will be reflecting on the existing document.
2. Save as- when you click on save option, it will ask the location where you want to save the document and ask to write the name of the document

Q6.Describe cut command in windows environment?

Ans: - If you want to delete a letter, word, sentence, paragraph, or any thing else from your document use this command. Steps to use cut command: 1. Highlight the selection to be deleted by dragging the cursor over the selection and releasing the left mouse button then right click on it one drop down list will appear select cut on it.

Q7.What is the shortcut keys for cut?

Ans:-ctrl+x.

Q8.Describe COPY commands in windows environment?

Ans:-Use this command if you want to copy selected text to another location in your document or to another document, simply highlight the text, and then select COPY. Your selection will now be placed on clipboard.

OR

After highlighting the text press ctrl+c or ctrl+insert text will be copy and placed on clipboard.

Q9.Describe margins in MS WORD?

Ans:-margins are measured from the edge of the paper selected for printing and govern how much white space will frame your documents. The standard margin width is one inch on all side, so you may find the MS WORD default margins to be an inch wide all around.

To view or change your margins, select page setup from the FILE pull-down menu. A dialogue box will appear with four tabs. Select the Margins tab to view the margin setting, which you can increase or decrease by either clicking on the up or down arrows.

Q10.Describe Headers and Footers?

Ans:-A header prints information automatically in the top margin of each page.

While Footer prints I information automatically in the bottom margin of each page.

Title of practical: - Study of MS Excel.

Q1: Describe MS Excel?

Ans:-Microsoft Excel is a spreadsheet program. One that lets you organize your data into lists and then summarize, compare, and present your data graphically.

Ex. You can have Excel find the sum, avg, or maximum value for sales on a given day.

Q2: How to start MS Excel?

Ans:-Starting MS Excel involves the following steps.

1. Click on the start button on the task bar.
2. Go to the all program a submenu will open.
3. Go to the MS office and then select MS excel.

Q3: Describe Cell in MS excel?

Ans:-The most basic part of Excel document is the box that holds elements of data. "The intersection of row (a sequence of cells along a horizontal line) and a column (a sequence of cells along a vertical line) is called cell".

Q4: How to identify row and column in MS Excel?

Ans: - Rows are identifies by number and column identified by letter. The row number and column letter that designate a specific cell are called a cell reference.

Ex.A-1.

Q5: What is Work Sheet in MS Excel?

Ans:-A single set of column and rows makes up a work sheet. Which is the blank document that appears as you open Excel?

Q6: What is Work Book in MS Excel?

Ans:-A collection of one or more Work Sheet is called Work Book.

Q7: What are the most important parts of MS Excel?

Ans:-Following are the most important part of MS Excel.

1. Standard Toolbar.
2. Menu Bar.
3. Formatting Toolbars.
4. Formula Bar.
5. Worksheet window.
6. Task pane.
7. Ask a question box.
8. Status bar.

Q8: How to use the Menu Bar in Excel?

Ans:-1.Click at the menu name or press alt+char, where character is the underlined letter in the menu name .for example alt+f will open new file.

2. Option can be accessed either by clicking at the option or by moving the highlighted bar to the option and pressing the enter key.

Q9.How to create chart in MS Excel?

Ans:-The chart wizard can be started using the chart wizard button on the standard toolbar or from the chart. Button on the insert menu. The data can be selected prior to running the chart wizard, filled in while running the chart wizard, or added to the chart later .The chart wizard runs through a series of steps that help you set up your chart .wizard has many option to customize the output chart. Chart is placed as a picture and can be resized as per needs.

Q10.Describe SUM operation in MS Excel?

Ans:-Excel formula look like this '=3+2' typed as cell value. Start typing a formula with '='

Sign in formula bar. A formula can also contain cell reference in it.

Ex. '=A1+A2' can be a formula and if written as value for cell A3 then A3 cell will always have the sum of A1,A2 values.

Title of practical: Study of MS-Power point.

Q1.Describe MS-Power point?

Ans:-Power point is the presentation graphics portion of MS Office XP .it lets you create Briefings, presentations, signs, graphics, or slides.

Q2.What is presentation.

Ans:-A slide is integrated screen full information comprised of HANDOUTS, SPEAKER NOTE, MEDIA CLIP, CHARTS and GRAPHS to sequence and emphasis on any topic.

Q3.What is the short cut keys for paste?

Ans:-ctrl+v or shift +insert.

Q4.What is the short cut keys for save a document?

Ans:-ctrl+s.

Q5.What is the short cut keys for print a documents?

Ans:-ctrl+p or ctrl+shift+F12.

Q6.What is the shortcut keys for find any word in document?

Ans:-ctrl+F.

Q7.What is the shortcut keys for undo operation in documents?

Ans:-ctrl+Z.

Q7.What is the shortcut keys for redo operation in documents?

Ans:-ctrl+Y.

Q8.What is the shortcut keys to run slides?

Ans:-F5.

Q9.What is the file extension of MS power point?

Ans: -.ppt

Q10.What is the shortcut keys to open new slide in MS Power point?

Ans: - ctrl +O.

Title of practical:-Study of Word pad?

Q1.Describe Word pad?

Ans:-Word pad is the part of Windows accessories. Windows comes bundled with a basic text editing program called "WORDPAD" .its a scaled-down version of MS Word and and a scaled-up version of notepad. It creates formatted text into many universally recognized formats.

Q2.Describe menu bar of word pad?

Ans: This is set of menu options holding all of the operations can be done with the word pad application.

Q3.Describe FILE MENU?

Ans:- Following are the option in file menu.

1. New: This creates a new WordPad document.
2. Open: This allows you to open a saved file.
3. Save: Protect your document by frequently using the Save command.
4. Save as Use this command to save an exiting document under a new name or to create a name for a new file.
5. Print: This command allows you to choose your printer and properties, such as the paper source and size. It also allows you to choose the print range and the number of copies.

Q4.Define Edit menu?

Ans:-With the help of Edit, menu document can be edit.

Undo- undo the last command.

Cut: -Remove highlighted text and places it on the clipboard.

Copy- Copies highlighted text and places it on the clipboard

Paste- Places text from the clipboard into your document.

Select all: - highlights all the text in the document.

Q5.Define View Menu?

Ans:-Toolbar: - Shows Toolbar icons when checked.

Format Bar: - Shows formatting icons when checked.

Ruler: shows Ruler when checked.

Status bar: - Shows Toolbars icons when checked.

Q6.Describe Insert Menu?

Ans:-Date and Time:-Use this command to place the date and time in your document and choose the format.

Object: - Selecting this choice will present a screen shot.

Q7.Describe Help Menu?

Ans:-Help topics:-Will allow you to search for the specific topic desired.

About Word pad:-Opens a Window describing the version of WordPad being used.

Q8.Describe Rich Text Format?

Ans:-This is a file format standardized by Microsoft for creating formatted text files. An RTF file can include information such as text style, size, and color. RTF format is that it is a universal format, meaning it can be read by nearly all word processors.

Q9.Describe Text Document?

Ans:-A filename extension for files consisting of text with very little formatting.

Q10.Describe Unicode Text Document?

Ans:-Unicode is an industry standard designed to allow text and symbol from all of the writing systems of the world.

Title of practical:-Study of notepad

Q1.Describe notepad?

Ans:-Notepad is an accessory program supplied with windows.It is meant to operate upon small ASCII files. As notepad reads and stores ASCIIfiles and does not need or use formatting character in the text it is suitable files editing of unformatted text such as CONFIG SYS.Notepad files can be read in any word processor and so it needs no conversion at all.

Q2.What are the major features supported in windows Notepad?

Ans: - The major features supported in windows Notepad are:-

1. Edit of ASCII text files.
2. Inclusion of date and time at any desired location in the text.
3. Inclusion of "log" data.
4. Simple formatting and printing.

Q3. How to start notepad?

Ans:-To start notepad select the notepad icon in the accessories group. This will bring up a screen which has an edit area and a menu bar. We may start entering our text right away or may open an existing file, which we wish to edit using the software.

Q4. How to search any text in a notepad?

Ans:-notepad allows searching for a string of text using the search menu option.To search foe same text.

Choose search -> Find

Q5. How to add date time in notepad?

Ans:-We may want to add the time/date to a file for this

1. Position the insertion point where we want the time/date.
2. Choose edit -> Time/date or press f5.

Q6.How do I go to a specific line in a Notepad document?

Ans:-You can go to a specific line in a Notepad document even if the document does not display line numbers. Lines are counted down the left margin beginning at the top of the document.

1. Click the **Edit** menu, and then click **Go To**.
2. In the **Line Number** box, type the line number you want the cursor to jump to, and then click **OK**.

Q7. How do I print a Notepad document?

Ans:-Follow the steps to print a notepad document.

1. Click the **File** menu, and then click **Print**.
2. Click the **General** tab, select the printer and options you want, and then click **Print**.

Q8.Describe option Page-setup?

Ans:-The option page setup under the file menu may be used to set margins & specify the header & footer.

Q9.Describe the Word –Wrap?

Ans:-Normally selecting word wrap is the best thing. What this does is when enable , when typing in Notepad comes to the right side of the page , the words will wrap and start on the next line without having to hit the Enter key.

Q10.Describe Note-pad Keys?

Ans:-To enter text in notepad, just type current cursor position is known by the insertion point which moves as we type .Type a set of small lines.

Title of practical:-Study of MS Paint.

Q1.Describe MS Paint?

Ans: Paint is a drawing tool you can use to create simple or elaborate drawings. These drawing can be either black –and- white or color, and can be saved as bitmap files.

Q2.Describe general application of MS paint?

Ans:-You can use paint to work with pictures, such as .jpg,. gif or .bmp files. You can paste a paint picture into another document you have created, or use it as your desktop background.

Q3.Describe common task of MS Paint?

Ans: -
1.Draw a straight line.
2 Draw horizontal, vertical, or diagonal lines.
3. Fill in area with color.etc.

Q4. Describe FILE MENU?

Ans: - Following are the option in file menu.

1. New: This creates a new WordPad document.
2. Open: This allows you to open a saved file.
3. Save: Protect your document by frequently using the Save command.
4. Save as Use this command to save an exiting document under a new name or to create a name for a new file.
5. Print: This command allows you to choose your printer and properties, such as the paper source and size. It also allows you choose the print range and the number of copies.

Q5.How to write and format text in MS paint?

Ans:-Steps are given below.

1. In the toolbox, click text.
2. To create text frame, drag the pointer diagonally to the size you want.
3. On the text tool bar, click the font size, and style you want for the text, if the text toolbar is not display on the view menu, click text toolbar. You can drag the toolbar to any location in the window.
4. Type your text. You can also paste text into a text box, but not graphics.

Q6.What are the short cut keys for paste?

Ans:-ctrl+v or shift +insert.

Q7.What is the short cut keys for save a document?

Ans:-ctrl+s.

Q8.What is the short cut keys for print a documents?

Ans:-ctrl+p or ctrl+shift+F12.

Q9.What is the shortcut keys for find any word in document?

Ans:-ctrl+F.

Q10.What is the shortcut keys for undo operation in documents?

Ans:-ctrl+Z.

Title of the Practical: Practice on internet and Web Browsing System

Q1 what is an internet?

Ans:-The Internet, sometimes called simply "the Net," is a worldwide system of computer networks - a network of networks in which users at any one computer can, if they have permission, get information from any other computer (and sometimes talk directly to users at other computers). It was conceived by the Advanced Research Projects Agency (ARPA) of the U.S. government in 1969 and was first known as the ARPANET

Q2 Define www?

Ans:- The term **WWW** refers to the **World Wide Web** or simply the Web. The World Wide Web consists of all the public *Web sites* connected to the Internet worldwide, including the client devices (such as computers and cell phones) that access Web content. The WWW is just one of many applications of the Internet and computer networks.

Q3 what is internet protocol?

Ans-The Internet Protocol (IP) is the method or protocol by which data is sent from one computer to another on the Internet. Each computer (known as a host) on the Internet has at least one IP address that uniquely identifies it from all other computers on the Internet.

Q4 Define Video conferencing?

Ans- A videoconference or video conference (also known as a *video teleconference*) is a set of interactive telecommunication technology which allows two or more locations to interact via two-way video and audio transmissions simultaneously. It has also been called 'visual collaboration' and is a type of groupware

Q5 Define Chat (visual/text) ?

Ans-Internet chatting involves real-time instant text messaging between two or more users in chat rooms. There are many different types of Internet chats all with different purposes.

Q6 Define web browser?

Ans -a software application used to locate and display Web pages. The two most popular browsers are Microsoft Internet Explorer and Fire fox both of these are *graphical browsers*, which means that they can display graphics as well as text In addition; most modern browsers can present multimedia information, including sound and video, though they require plug-ins for some formats.

Q7 what is search engine?

Ans-A web search engine is designed to search for information on the World Wide Web and FTP servers. The search results are generally presented in a list of results and are often called *hits*. The information may consist of web pages, images, information and other types of files.

Q8What are the search engine available today?

Ans- 1 Google.
2 Yahoo
3 Bing
4 Ask.com etc

Q9 what is Modem?

Ans- A modem (modulator-demodulator) is a device that modulates an analog carrier signal to encode digital information, and also demodulates such a carrier signal to decode the transmitted information. The goal is to produce a signal that can be transmitted easily and decoded to reproduce the original digital data. Modems can be used over any means of transmitting analog signals, from driven diodes to radio

Q10 Define File Transfer Protocol (FTP)?

Ans-File Transfer Protocol (FTP) is a standard network protocol used to copy a file from one host to another over a TCP-based network, such as the internet.

Title of the Practical: Practice of Email System.

Q1 Define Email?

Ans- Electronic mail, commonly called email or e-mail, is a method of exchanging digital messages from an author to one or more recipients. Some early email systems required that the author and the recipient both be online at the same time, instant messaging. Today's email systems are based on a store and forward model. Email servers accept, forward, deliver and store messages. Neither the users nor their computers are required to be online simultaneously; they need connect only briefly, typically to an email server for as long as it takes to send or receive messages.

Q2 what are the email sites available today?

Ans-Outlook Express, Outlook 2007, Eudora, AOL, Hotmail, Yahoo! mail, gmail, reddiff mail etc.

Q3 what does TO field represent in email?

Ans-The TO field represent the receivers email address like abc@gmail.com ?

Q4 what does Cc mean in an email?

Ans- Cc: stands for "carbon copy." Anyone listed in the Cc: field of a message will receive a copy of that message when you send it. All other recipients of that message will be able to see that the person you designated as a Cc.

Q5 what does Bcc mean in an email?

Ans Bcc: stands for "blind carbon copy." This is similar to the Cc: feature, except that Bcc: recipients are invisible to all of the other recipients of the message (including other Bcc: recipients).

Q6What does subject field represent in email?

Ans-Subject line represents the subject of the email?

Q7What is email attachments?

Ans-An email attachment is word, PDF, or image document that is attached with the email.

Ex. resumes attachment with the email.

A8 what is spam in email?

Ans- he term "spam" is Internet slang that refers to unsolicited commercial email (UCE) or unsolicited bulk email (UBE). Some people refer to this kind of communication as junk email

Q9Define the draft in email system?

Ans Drafts are an area of storage where an email is being written but has not been finished or sent.

Q10 Define the password?

Ans -A password is a key used to gain access to an email system that allows the system to confirm that you are the authorized person to use it..
