

## **Subjective questions on MRT -14**

1. What is a computer and how does it work? Explain.
2. Explain the characteristics of a computer.
3. What are different types of memories? Explain.
4. Explain the technological development in each generation of computers.
5. Explain the Various keys provided in a Computer.
6. What is an operating system? How they can be classified. Briefly explain with examples.
7. Explain various features of windows 10.
8. Write short notes on-
  - a. Input devices
  - b. Output devices
  - c. Keyboard
  - d. Mouse
  - e. Optical disc
9. Define the following-
  - a. Analogue computer
  - b. Personal computer
  - c. Digital computer
  - d. Supercomputer
10. What are the main functions performed by the CPU? Explain in brief.
11. What is MS office? Explain any three programs included in it.
12. Define the following-
  - a. Word Processing
  - b. Spreadsheet
  - c. Database

13. Write short note on-

- a. MS word
- b. MS Excel
- c. MS PowerPoint

14. Discuss the various alignments and text formatting in MS Word.

15. Explain all steps involved in making and saving a file in MS word.

16. How will you take out the hard copy of your document from MS office? Explain.

17. Explain in detail about following features of MS word-

- a. Formatting of documents
- b. Auto correct
- c. Bullet and number list

18. Define the following context with MS Excel-

- a. Cell reference
- b. Spreadsheet
- c. Cell range

19. Explain a few useful functions in excel. What is the benefit of using formulas in excel sheets?

20. What is the formula? What are the parts of formula? Explain various elements of formula with help of diagrams.

21. What is Microsoft Excel? Describe the tabs on the ribbon in context with MS Excel.

22. Write shortcut keys for the following-

- a. To go to the next cell.
- b. To edit a cell
- c. To undo the editing of contents in a cell
- d. To cut cell contents
- e. To copy cell contents

23. What charts are in excel? What are different types of charts? Explain.

24. How can you insert dates into the footer in the PowerPoint presentation?

25. What is MS PowerPoint? Describe its various features.
26. What is slide transition? How can you apply the same slide transition to all the slides at a time?
27. Write short notes on following in context with MS PowerPoint-
- Slide show view
  - Slide master
  - Slide sorter view
28. How to insert a picture into a master slide and how are the automatic slide numbering done inside your presentation?
29. Discuss various uses of the Internet in Indian railways.
30. Answer the below question in brief-
- How can you apply automatic slide numbering in your presentation?
  - Write the steps to change background color on all the slides within a presentation?
  - Write the step for inserting slides with a particular slide layout.
  - How can you insert a picture (clipart) into a master slide?
31. What is a computer network? Explain the types of networks in detail.
32. What are the various things required to connect your computer to the internet? Explain in brief.
33. Write short note on email and write the steps for the following-
- Creating a new email account.
  - Sending an email attachment.
  - Deleting an email.
34. Define the following-
- Protocol
  - URL
  - Telnet
  - www
  - HTTP

35. Write shortcut keys in context with MS word for the following-

to open a file, to print a file, to save a file, to underline a text, to paste a text, to cut a text, to repeat a line, to undo a text, to open a new workbook, to select all, to put a text into bold, to copy a text.

36. Write the shortcut keys for following in context with MS Excel-

To create a new worksheet, to open existing excel file, to close the selected workbook, to save a sheet, to select the entire worksheet, to copy the selected cell, to cut the selected cell, to print a sheet, to display help window, to edit the active cell, to move one cell at a time.

37. Write a short note on CMM & FMM