

# SHAKUNATALA KRISHANA INSTITUTE OF TECHNOLOGY (KD64)

BBA – 1st Semester

Subject: Computer Application

## ***Assignment Questions***

1. What is a computer? Explain its basic components.
2. Define hardware and software with suitable examples.
3. What are input and output devices? Explain any two of each.
4. Explain the characteristics and limitations of a computer.
5. What is the difference between data and information?
6. What is an operating system? Write its functions.
7. Explain the difference between application software and system software.
8. What is MS Word? List its key features.
9. What are the uses of MS Excel in business applications?
10. Explain the use of formulas and functions in MS Excel with examples.
11. What is PowerPoint? How is it useful for business presentations?
12. Define Internet. Mention its advantages and disadvantages.
13. What is E-mail? Explain the structure of an e-mail address.
14. What is a web browser? Give examples.
15. Explain the concept of E-commerce and its types.
16. What is a search engine? Give examples and uses.
17. Explain the term 'Computer Network' and its types (LAN, MAN, WAN).
18. What is a database? Explain the role of DBMS.
19. What are computer viruses? Mention types and preventive measures.
20. Explain the difference between primary and secondary memory.
21. What is cloud computing? Mention its advantages.
22. Define Artificial Intelligence. How is it used in modern business?
23. What is mobile computing? Give examples of its applications.
24. What is green computing? Why is it important?

25. Define spreadsheet. Write any five uses of spreadsheets.
26. What is the difference between save and save as commands?
27. Explain the use of mail merge in MS Word.
28. What is the recycle bin? How can you restore deleted files?
29. Explain the importance of computer ethics and security.
30. Write a short note on the future trends in computer technology.

***Instructions:***

- Attempt all questions in your own handwriting.
- Use proper headings and neat diagrams wherever necessary.
- Submit within the given deadline.