

# BITT POLYTECHNIC

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Subject – Fundamentals of computer

Branch – All

## 25 questions with answer

### Q1.What is mail merge?

**Ans:-** *Mail merge* consists in combining *mail* and letters and pre-addressed envelopes or *mailing* labels for mass mailings from a form letter. Microsoft Word can insert content from a database, spreadsheet, or table into Word documents.

### Q2.What is Mobile Computing?

**Ans:-** Mobile computing is human–computer interaction in which a computer is expected to be transported during normal usage, which allows for transmission of data, voice and video. Mobile computing involves mobile communication, mobile hardware, and mobile software.

### Q3.What is Computer virus?

**Ans:-** A computer virus is a type of computer program that, when executed, replicates itself by modifying other computer programs and inserting its own code. When this replication succeeds, the affected areas are then said to be "infected" with a computer virus.

### Q4.How can virus affect our computer?

**Ans:-** A computer virus is a software program designed to replicate itself and spread to other machines. In most cases, the program is "malicious," meaning its purpose is to cause the computer malfunction in some way. In general usage, the term "computer virus" includes all forms of "**malware**," or malicious software. A **computer virus** can damage your **computer**, corrupt your files, or even steal your personal information! **Virus** come in all shapes and sizes. They are extremely tricky, and will try anything to find their way onto your **computer**. Some common types of **viruses** include: trojans, key loggers, spy-ware, and ransom ware.

### Q5. How to create your email account?

**Ans:- To create an email account:**

- Log into **the** Control panel via [www.one.com](http://www.one.com).
- Click **on the Email** tile to open Mail Administration.
- Click New **account**.
- Enter **the** new **email address** that you want to **create**, and a password **for the email account**.
- Click Save.

### Q6. ASCII and EBCDIC are the popular character coding systems. What does EBCDIC stand for?

**Ans:** Extended Binary Coded Decimal Interchange Code

### Q7. Storage capacity of magnetic disk depends on

**Ans: a)** tracks per inch of surface

- b) bits per inch of tracks
- c) disk pack in disk surface

**Q8.** A storage area used to store data to compensate for the difference in speed at which the different units can handle data is

Ans: BUFFER

**Q 9.A hybrid computer**

Ans: Resembles both a digital and analogue computer.

**Q10. MSI stands for**

- a. Medium Scale Integrated Circuits (**answer**)
- b. Medium System Integrated Circuits
- c. Medium Scale Intelligent Circuit
- d. Medium System Intelligent Circuit

**Q11. The capacity of 3.5 inch floppy disk is**

- a. 1.40 MB
- b. 1.44 GB
- c. 1.40 GB
- d. 1.44 MB(**answer**)

**Q12. MICR stands for**

- a. Magnetic Ink Character Reader(**answer**)
- b. Magnetic Ink Code Reader
- c. Magnetic Ink Cases Reader
- d. None

**Q13. CAD stands for**

- a. Computer-aided design(**Answer**)
- b. Computer algorithm for design
- c. Computer application in design
- d. Computer analogue design

**Q14. Junk e-mail is also called**

- a. spam (**Answer**)
- b. spoof
- c. sniffer script
- d. spool

**Q15. Hackers**

- a. all have the same motive
- b. break into other people's computers (**answer**)
- c. may legally break into computers as long as they do not do any damaged. are people who are allergic to computers

**Q16. What type of computers are client computers (most of the time) in a client-server system?**

- a. Mainframe
- b. Mini-computer
- c. Microcomputer(**answer**)
- d. PDA

**Q17. A computer cannot 'boot' if it does not have the**

a. Compiler b. Loader c. Operating System **(answer)** d. Assembler

**Q18. The amount of vertical space between lines of text in a document is called**

a. double-space b. line spacing **(answer)** c. single-spaced. vertical spacing

**Q19. Example of non-numeric data is**

a. Employee address **(answer)** b. Examination score c. Bank balance d. All of these

**Q20. What is embedded system?**

a. The programme which arrives by being wrapped in box.  
b. The programme which is the permanent part of the computer  
c. The computer which is the part of a big computer  
d. The computer and software system that control the machine **(answer)**

**Q21. . ..... Is the appearance of typed characters?**

a. Size b. Format **(answer)** c. Point d. Colour

**Q22. When a file is saved for the first time**

a copy is automatically printed  
b. it must be given a name to identify it **(answer)**  
c. it does not need a name  
d. it only needs a name if it is not going to be printed

**Q23. . ..... represents raw facts, where-as..... is data made meaningful.**

a. Information, reporting  
b. Data, information **(answer)**  
c. Information, bits  
d. Records, bytes

**Q24. What are some of the common lists that can be used when designing a page?**

**Ans:-**You can insert any or a combination of the following list types:

- ordered list
- unordered list
- definition list
- menu list
- directory list

Each of this list types makes use of a different tag set to compose

**Q25. How do you create links to sections within the same page?**

**Ans-**Links can be created using the <a> tag, with referencing through the use of the number (#) symbol. For example, you can have one line as <a href="#topmost">BACK TO TOP</a>, which would result in the words "BACK TO TOP" appearing on the webpage and links to a bookmark named topmost. You then create a separate tag command like <a name="topmost"> somewhere on the top of the same webpage so that the user will be linked to that spot when he clicked on "BACK TO TOP".