

SHREE NARAYANA COLLEGE OF COMMERCE

AHMEDABAD

Name of the Department: Computer Science

Subject: Basic IT TOOLS_

Class & Semester: BS(B.A.) Semester – I

Faculty Name: Prof. Mehul Purohit

ASSIGNMENT (2026 – 2027)

SECTION – 1 (UNIT – 1)

Q.1 A computer system consists of several hardware components that work together to perform a task. Explain the role of the Input Unit, CPU, Memory Unit, and Output Unit in the processing of data with suitable examples.

Q.2 Differentiate between Primary Memory and Secondary Memory.

Q.3 An Operating System acts as an interface between the user and the computer. Explain the major functions of an Operating System.

Q.4 Describe the important features of the Windows Operating System. Explain the purpose of any five Windows desktop components and discuss how files and folders can be effectively managed in Windows.

Q.5 The Internet has transformed the way people communicate and access information. Explain any five Internet services and describe how Microsoft Outlook helps users manage emails, contacts, appointments, tasks, and reminders

SECTION – 2 (UNIT – 2)

Q.1 Explain the different font formatting options available in MS Word. How do font type, font size, font color, and text alignment help in creating a professional document?

Q.2 Explain any five methods of creating and formatting tables in MS Word. Illustrate your answer with suitable examples.

Q.3 Differentiate between Copy, Cut, and Paste operations in MS Word. Explain the role of the Clipboard in editing documents.

Q.4 Explain the importance of page formatting in MS Word. Describe any five page setup features such as margins, orientation, page size, page border, headers and footers, or page numbers.

Q.5 Explain the steps involved in creating an effective PowerPoint presentation. Discuss the role of templates, animations, and slide show in making a presentation attractive and effective.

SECTION – 3 (REVISION & PRACTICE)

Multiple Choice Questions (MCQs)

1. Which of the following is an example of an **input device**?
 - a) Monitor
 - b) Printer
 - c) Scanner
 - d) Speaker
2. Which memory is **volatile** in nature?
 - a) ROM
 - b) RAM
 - c) DVD
 - d) Hard Disk
3. Which component of the CPU performs arithmetic and logical operations?
 - a) Control Unit
 - b) Cache Memory
 - c) ALU
 - d) RAM
4. Which file system is commonly used in modern Windows operating systems?
 - a) FAT16
 - b) FAT32
 - c) NTFS
 - d) EXT4
5. Which Windows component is used to permanently remove deleted files from the computer?
 - a) Taskbar
 - b) Control Panel
 - c) Recycle Bin
 - d) Desktop
6. Which feature in MS Word is used to remove all text formatting?
 - a) Font Color
 - b) Clear Formatting
 - c) Text Effects
 - d) Highlight
7. Which option is used to convert existing text into a table in MS Word?
 - a) Insert Picture
 - b) Convert Text to Table
 - c) Quick Parts
 - d) WordArt
8. Which feature is used to display the same information at the top of every page in a document?
 - a) Footer
 - b) Header

- c) Page Break
- d) Bookmark

9. In Microsoft PowerPoint, a pre-designed presentation layout is called a:

- a) Theme
- b) Template
- c) Transition
- d) Layout Master

10. Which feature in PowerPoint is used to apply movement effects to objects on a slide?

- a) Hyperlink
- b) Animation
- c) Header
- d) Notes