Unit I – Introduction to Computers & Business Applications

Long Answer Questions

1. Explain in detail the Program Development Life Cycle and its phases.
2. Describe the elements of a computer system and their roles.
3. Discuss how computers are transforming business operations in India.
4. Analyze the management of data processing systems in modern organizations.
5. Explain flowcharting techniques and their importance in programming.
6. Describe input & output analysis and its significance in system design.
7. Compare programming concepts with real-world business applications.
8. Explain the software development process and its stages.
9. Discuss the challenges of implementing data processing systems in Indian business environments.
10. Describe the synergy between business needs and computer applications.

Short Answer Questions

1. Define “computer system.”
2. What is the Indian computing environment?
3. List the main stages of the program development life cycle.
4. What is a flowchart? Mention its symbols.
5. Define input-output analysis.
6. What is a programming concept? Give an example.
7. State two types of system software.
8. Why is software development important?
9. Name two early barriers in India’s computing adoption.
10. Mention two benefits of data processing systems in business.

Multiple Choice Questions

1. The first step in program development is:
   A) Testing
   B) Design
   C) Analysis
   D) Maintenance
   Answer: C
2. One element of a computer system is:
   A) Electricity
   B) Software
   C) Furniture
   D) Architecture
   Answer: B

3. India’s IT growth driver is:
   A) Domestic hardware
   B) Global software services
   C) Printed media
   D) Underground networks
   Answer: B
4. Flowcharts help in:
   A) Physical design
   B) Code execution
   C) Logic visualization
   D) Data storage
   Answer: C
5. An output device is:
   A) Keyboard
   B) Monitor
   C) Scanner
   D) Microphone
   Answer: B
6. A basic programming concept is:
   A) Polymorphism
   B) Data encryption
   C) Algorithm
   D) HTTP
   Answer: C
7. Software development begins with:
   A) Maintenance
   B) Coding
   C) Requirements analysis
   D) Deployment
   Answer: C
8. A disadvantage of poor data processing:
   A) Faster operations
   B) Data inaccuracy
   C) Better forecasting
   D) Reduced errors
   Answer: B
9. Flowchart symbol for decision is:
   A) Rectangle
   B) Diamond
   C) Oval
   D) Arrow
   Answer: B
10. Performance of data processing systems is managed by:
    A) Storage managers
    B) Data quality
    C) Process scheduling

D) Business analysts
Answer: C

Unit II – Computer Systems & Operating Environments

Long Answer Questions

1. Describe the components and architecture of a computer system.
2. Discuss the evolution of computer generations and their characteristics.
3. Explain various computer languages and their classifications.
4. Analyze the role of personal computers in modern businesses.
5. Evaluate popular PC software packages used in enterprises.
6. Describe the features and functions of DOS.
7. Explain Windows OS architecture and key components.
8. Discuss the importance of GUI in user experience.
9. Compare DOS and Windows from a business use perspective.
10. Describe other system software and how they support applications.

Short Answer Questions

1. List main components of a computer system.
2. Define first and second computer generations.
3. Give two examples of high-level languages.
4. What is a PC software package?
5. Define Disk Operating System (DOS).
6. Mention three features of Windows OS.
7. What is GUI?
8. Name two system software types apart from OS.
9. Explain the difference between PROCESSOR and MEMORY.
10. Define personal computer.

MCQs

1. The control unit is part of the:
   A) Memory
   B) CPU
   C) Disk
   D) OS
   Answer: B
2. The third generation used:
   A) Vacuum tubes
   B) Transistors
   C) Integrated circuits

D) Microprocessors
Answer: C

3. A high-level language is:
   A) Assembly
   B) FORTRAN
   C) Machine code
   D) Binary
   Answer: B
4. Business commonly uses PCs because they are:
   A) Portable
   B) Inexpensive
   C) Easy to use
   D) All of the above
   Answer: D
5. A popular PC software suite:
   A) Microsoft Office
   B) Unix
   C) Adobe Reader
   D) DOS
   Answer: A
6. DOS stands for:
   A) Disk Operating System
   B) Data Operating Suite
   C) Dynamic OS
   D) Digital OS
   Answer: A
7. Windows introduced:
   A) Text interface
   B) Command prompt only
   C) Graphical interface
   D) No interface
   Answer: C
8. A GUI element:
   A) Command line
   B) Window
   C) Assembly code
   D) BIOS
   Answer: B
9. Device driver is:
   A) Application software
   B) System software
   C) Utility
   D) Language translator
   Answer: B
10. System software includes:
    A) Spreadsheet

B) Word processor
C) Compiler
D) Game
Answer: C

Unit III – Office Productivity Tools

Long Answer Questions

1. Describe the main features of text-processing software.
2. Discuss spreadsheet software and its business applications.
3. Explain how to create spreadsheet applications with formulas, ranges, and functions.
4. Describe database functions in spreadsheets with examples.
5. Explain how graphics can be integrated into spreadsheets.
6. Compare different modes of data processing.
7. Describe the report generation process using spreadsheet tools.
8. Explain the components of presentation graphics.
9. Detail steps to create a business presentation.
10. Discuss how office productivity tools improve business efficiency.

Short Answer Questions

1. Define text-processing software.
2. Name three spreadsheet applications.
3. What is a range in a spreadsheet?
4. How do you enter a formula?
5. Give an example of a spreadsheet function.
6. How are charts added to spreadsheets?
7. What is batch mode in data processing?
8. What is ad-hoc mode?
9. Define report generation.
10. What is presentation graphics?

MCQs

1. A common text processor is:
   A) Excel
   B) Word
   C) DOS
   D) Windows
   Answer: B
2. Spreadsheet formula starts with:
   A) +

B) #
C) =
D) &
Answer: C

3. A cell range example:
   A) A1
   B) A1:B10
   C) SUM()
   D) Chart
   Answer: B
4. SUM is a:
   A) Function
   B) Chart type
   C) Macro
   D) Text formatter
   Answer: A
5. Database function returns:
   A) Text only
   B) Number
   C) Aggregated values
   D) Image
   Answer: C
6. Spreadsheet chart type:
   A) Table
   B) Pie
   C) Text
   D) Flowchart
   Answer: B
7. Real-time processing is:
   A) Batch only
   B) Instant
   C) Report-based
   D) Offline
   Answer: B
8. A report is generated as:
   A) Program
   B) Spreadsheet
   C) Document
   D) Graphic
   Answer: C
9. Presentation software example:
   A) PowerPoint
   B) Notepad
   C) Excel
   D) Explorer
   Answer: A

10. Slides in PowerPoint are:
    A) Charts
    B) Reports
    C) Slides
    D) Cells
    Answer: C

Unit IV – Files, DBMS & Networking

Long Answer Questions

1. Explain computer software systems and software development process.
2. Describe file design & report design in system development.
3. Explain types of data files: master and transaction.
4. Discuss data hierarchy and structures of data files.
5. How are files used in programming?
6. Explain database management systems and their advantages.
7. Discuss the role of a database manager.
8. Explain network communication: LAN & WAN.
9. Analyze real-time sharing in networked systems.
10. Compare online and offline processing with examples.

Short Answer Questions

1. Define file design.
2. What is report design?
3. Define master file.
4. Define transaction file.
5. What is data hierarchy?
6. Give an example of file structure.
7. How are files accessed in programming?
8. Define DBMS.
9. Role of a database manager?
10. Difference between LAN and WAN?

MCQs

1. Master file stores:
    A) Temporary data
    B) Business reference data
    C) Log data
    D) Backup
    Answer: B

2. Transaction file records:
   A) Permanent records
   B) Daily business events
   C) Application code
   D) System logs
   Answer: B
3. Data hierarchy starts with:
   A) File
   B) Record
   C) Field
   D) Bit
   Answer: D
4. DBMS stands for:
   A) Data Base Management Software
   B) Data Backup System
   C) Database Management System
   D) Digital Business Management
   Answer: C
5. LAN covers area:
   A) Citywide
   B) Single building
   C) Multiple countries
   D) The globe
   Answer: B
6. WAN connects:
   A) PCs in home
   B) LANs across cities
   C) Components inside PC
   D) Monitors
   Answer: B
7. Real-time systems respond:
   A) In minutes
   B) Instantly
   C) Next day
   D) Offline
   Answer: B
8. Online processing happens:
   A) Immediately
   B) In batch
   C) Paper-based
   D) None
   Answer: A
9. Offline processing is:
   A) Instant
   B) Delayed
   C) Networked

D) Real-time
Answer: B

10. A DBMS user is:
    A) Network engineer
    B) Database manager
    C) Delivery boy
    D) Sales agent
    Answer: B
