

1 SEM FYUGP SEC-BEN-101

2025

(November-December)

BENGALI

Paper: SEC-BEN-101

Basics of Computer Training Module

Time: 2½ Hours

Total Mark: 60

Pass Marks: 18

(The figures in the right margin indicate full marks of the questions)

1. Answer the following questions: 2×10=20
 - a) Define a computer.
 - b) What is data processing?
 - c) Write any two input devices.
 - d) What is the function of CPU?
 - e) What is an operating system?
 - f) What is the purpose of a file manager?
 - g) What is the use of MS Word?
 - h) Define cell and range in MS Excel.
 - i) What is a slide in PowerPoint?
 - j) What is MS Access used for?

2. Answer the following questions (*any five*): 4×5=20
 - a) Explain the basic structure and components of a computer with a neat diagram.
 - b) Explain the main functions of an operating system.
 - c) Discuss the different types of operating systems with examples.
 - d) Explain the main features and uses of MS Excel.
 - e) Describe the steps to create and design a presentation in MS

PowerPoint.

- f) Explain the applications of Photoshop and Pagemaker in computer graphics and typing.
3. Answer the following questions (*Any two*): 10×2=20
- a) Discuss the classification of computers based on size and purpose.
 - b) Explain the uses of Google tools and their importance in daily life.
 - c) Discuss the role of artificial intelligence tools like ChatGPT, Perplexity and Gemini in modern computing.
 - d) Explain the uses of Internet and online applications in education and business sectors.
