

Computer Lab - Practical Question Bank
FACULTY OF COMMERCE, TELANGANA UNIVERSITY

B.Com (Computer Applications) I Year I Semester W.E.F.2019-20

Paper DSC 103:
FUNDAMENTALS OF INFORMATION TECHNOLOGY

Time: 90 Minutes

Total Marks: 35

1. Draw the Block Diagram of the Computer
2. Draw the Computer Classification chart based on Purpose, Size and Functionality.
3. Draw a table to show generations of Computers.
4. Draw a standard keyboard and point out various types of buttons on it.
5. Draw a chart on types of scanners
6. Draw a chart on types of printers
7. Draw a chart on types of monitors
8. Draw a chart on types of plotters
9. Draw a chart to present Number systems
10. Draw a chart to present Types Computer Memory
11. Draw a Diagram to illustrate the types of software
12. illustrate the types of Programming Languages by a chart
13. Demonstrate Internal Commands in MS-DOS
14. External Commands in MS-DOS
15. Create Directory – College,
Sub Directory – Course
Sub Directory - Commerce and files in it – B.Com, B.A, B. Sc
16. Create a Directory - Market
Sub Directory – Vegetables and files tomato and potato – rename potato as
Potatoes and delete the file potato
Sub Directory - Fruits and files mango and apple
17. Create a Directory – Subject
 - a. Sub Directory – Computers and file FIT – Create a Copy as Information Technology.
18. Using Mail Merge, write a letter inviting 5 friends to your Birthday Party.
19. Type the following matter
 - a. Features of Computers (underline, caps, bold, font size=18)
 - b. Accuracy
 - c. Speed
 - d. Efficiency
 - e. Multi-tasking
 - f. Give numbers to the above features and Background as Pink
20. Create a document and insert Page Numbers, Date and Time and a Picture.
21. Create a document and give 5 Footnotes.
22. Type a Leave Letter to Principal for applying two days leave
23. Create a Table containing student's marks and sort in ascending order.
24. Create a Table in word file and apply Auto Formatting.
25. Create a news paper model with multi columns

26. Apply Auto formatting for the following Table and find total by using Auto Sum option.

Roll No	Name	QT	FIT	IOM
101	Radhika	50	90	80
102	Sarika	60	80	60
103	Geethika	50	70	75
104	Bhoomika	80	60	80
105	Karthika	84	57	84

27. The following are the marks obtained by the students of B.Com in three subjects:

Roll No	Name	QT	FIT	Accounts
1011	Pravalika	50	90	80
1012	Aryaman	40	80	60
1013	Akrosh	38	70	75
1014	Prajaktha	80	60	68
1015	Trisha	84	57	84

Compute Total and Average Marks by using Excel formulas.

28. The following are the marks obtained by the students in three different subjects. Draw a Bar Diagram by using Excel.

Roll No	Name	QT	FIT	Accounts
1011	Pravalika	50	90	80
1012	Aryaman	40	80	60
1013	Akrosh	38	70	75
1014	Prajaktha	80	60	68
1015	Trisha	84	57	84

29. Type the following table and find out the total marks and average obtained by each student:

Roll No	Name	Economics	Banking	Marketing
1	Ajay	50	90	80
2	Vijay	40	80	60
3	Arnay	38	70	75
4	Prathista	80	60	68
5	Bhoomi	84	57	84

30. The following are the marks obtained by the students in three different subjects. Draw a Pie Diagram by using Excel.

Roll No	Name	QT	FIT	IOM
101	Radhika	50	90	80
102	Sarika	60	80	60
103	Geethika	50	70	75
104	Bhoomika	80	60	80
105	Karthika	84	57	84

31. Create 6 Slides using different slide layouts - describing about your College.
32. Create 4 Slides on annual day of your college and perform the following:
 - Give Header and Footer
 - Give Background Color
 - Insert Picture from Clip Art
 - Insert Slide Numbers
33. Create 5 Slides on “Importance of Computers” and apply Design Templates
34. Create 5 Slides on “No Smoking” and apply different Slide Transitions for all the slides.
35. Create 5 Slides on “Polio immunization” and execute the following by using Action Buttons for all the slides to link them
 - a. Link first slide with the third
 - b. Link second slide with fifth
 - c. Link third slide with fourth
36. Create 4 Slides on “Traffic Rules” and apply different Custom Animation Schemes
37. Create 5 Slides on “Syllabus structure” using different slide layouts and show only 3 slides (without using Delete option)
38. Create 3 Slides on “Plant trees and protect Nature” and each slide should have a Comment.
39. Create two files on “Clean & Green” and “No Smoking” in MS PowerPoint and hyperlink them with each other.
40. Create 2 Slides on “Traffic Rules” and on “Avoid Cell Phone Driving” duplicate the first slide four times and delete one of the Duplicated slide.
41. Create 5 slides on “Students are future citizens of our country” using different Formatting options and show them in Slide Sorter View.
42. Draw a chart to demonstrate Modem working system.
43. Draw a Diagram to show Communication Process.
44. Draw a chart to demonstrate data Transmission Modes.
45. Draw a chart on Types of Networks
46. Draw a chart to demonstrate Star Topology
47. Draw a chart to demonstrate Ring Topology
48. Draw a chart to demonstrate Bus Topology
49. Draw a chart to demonstrate Point to Point Topology
50. Draw a chart to demonstrate Tree Topology
