

COMPUTER PRACTICALS
IMP QUESTIONS

1. What is a work sheet in excel
2. What is meant by cell referencing
3. The rows in excel denoted by
4. The columns in excel denoted by
5. The cell in excel denoted by
6. Tell me about DA TA HRA PF Gross Salary and Net Salary
7. What is the use of filter option in excel
8. Illustrate sort option in excel
9. Where we can use pie chart
10. Where we can use column/bar chart
11. Why we use charts
12. What is pivot table
13. What is standard deviation
14. Explain about macro in excel
15. What is primary key and secondary key in access
16. What is the use of merge option in excel
17. Why we use wrap option in excel
18. What is the standard font style and size generally we follow
19. What is indent
20. What is the use of hyperlink
21. How many types of orientations can observe in ms excel
22. Explain any two financial formulas
23. Explain any two statistical formulas
24. Explain any two logical formulas
25. Explain any two mathematical formulas
26. Explain any two text functions
27. Tell me shortcut keys in ms office
28. How do you create table with student id, name, marks in five subjects and total.
29. What is internet
30. What is intranet
31. What is extranet
32. What is server
33. What is social media
34. Explain about LAN, MAN , WAN
35. What is the format of defining formulas
36. Explain And &Or functions
37. What is the file extensions of ms word
38. What is the file extensions of ms excel
39. What is the file extensions of ms power point
40. What is the file extensions of ms access

41. Who is the father of computers
42. Tell me about input and output devices
43. Expand DOS
44. What is operating system
45. What is cloud computing
46. What is hardware and software
47. How to transfer data between excel and access
48. Explain about header and footer
49. How to insert page number
50. How to insert watermark
51. Explain about split and freeze panes options
52. How to insert table in word. In how many types we can insert table in word
53. How to insert a picture in word
54. How to insert a graph in excel
55. What is a record
56. What is a database
57. What is a field
58. What is the data type for s. no, name, phone number, address in access
59. What is RAM, ROM
60. What is a processor and explain the use of the processor with examples