



THE ANSWERS MUST BE ATTEMPTED ON THE ANSWER SHEET PROVIDED

Q.1. Answer the following short questions: (6x5=30)

- a) What are output devices, and how do they allow us to see, hear, and print data?
- b) What is an operating system, and what are some common PC and network operating systems?
- c) What is application software, and what are some common types of productivity, graphics, and multimedia software?
- d) What are the different types of storage devices and how do they store data?
- e) Discuss briefly main functions of operating systems.
- f) Explain the components of the system unit of a computer.

Q.2. Answer the following questions. (3x10=30)

- a)
Explain the basics of Microsoft Word, including creating, saving, opening and closing files, and formatting documents.
- b)
Differentiate between Scanner and Printer and also discuss briefly different types of scanners.
- c)
What is database management and how are database management systems used to store and organize information?