

Smt. L.R.T. College of Commerce, Akola

Academic Year 2020-21

B.Com. Sem. - I Subject – CFS-I

Practical Record Questions

Professor in Charge

Dr. M. C. Dabre (Sec. A), Dr. A. M. Tirkar (Sec.B),

Dr. N. N. Chotiya (Sec. C & D), Dr. S. H. Tiwari (Sec. E & F)

- 1) Describe the classification of computer in brief.
- 2) Explain the block diagram of computer.
- 3) Describe the types of software.
- 4) Explain the types of primary memory.
- 5) Explain the types of secondary memory.
- 6) Explain any five types of input and output Devices.
- 7) Describe the process of creating, saving and printing a document in MS-Word.
- 8) Describe the process of bullets and numbers in MS-Word.
- 9) Describe the process of applying border and shading to the text in MS-Word.
- 10) Describe the procedure of creating columns in MS-Word.