

BMTM / First Semester / XXX 111: Computer and IT Fundamentals

Candidates are required to give their answers in their own word as far as practicable.

Group “A”

Brief Answer Questions:

[10 x 1 = 10]

1. What do you mean by web browser?
[Unit XII]
2. What does disk cleaner do?
[Unit X]
3. Why scanner is used?
[Unit I]
4. What is the main goal to use memory hierarchy in a computer system?
[Unit III]
5. Why is operating system needed?
[Unit V]
6. Lists the different registers used in memory unit of CPU.
[Unit IV]
7. What do you mean by Internet Protocol?
[Unit VI]
8. What do you mean by custom animation in MS-PowerPoint?
[Unit IX]
9. What is a spreadsheet package?
[Unit VIII]
10. Write down steps to insert table in MS-Word.
[Unit VII]

Group “B”

Short Answer Questions:

[5 x 3 = 15]

11. What is IT? Discuss the applications of IT in business and commerce.
[Unit XI]
12. What is Presentation? How PowerPoint is useful to prepare presentation? Discuss.
[Unit IX]
13. Classify the computer network on the basis of architecture and explain each.
[Unit VI]
14. Differentiate between analog and digital computers.
[Unit I]
15. What is primary memory? Write about different types of ROM.
[Unit III]

Group ‘C’

16. Define the Internet, Intranet and Extranet? Discuss the applications of the Internet.

[Unit XII]

17. What do you mean by mail-merge and macro? Write down all the necessary steps to perform mail-merge operation in MS-Word.

[Unit VII]

18. Let us assume the following excel sheet with some sample records

	A	B	C	D	E	F	G
1	EmpNo	Name	Monthly Salary	Annual Salary	Social Service Tax	Income Tax	Monthly Net Salary
2	1001	Bhim Gurung	10500				
3	1002	Amit Poudel	7500				
4	1003	Navin Thapa	12500				
				

Now write the Excel formula for the following purposes:

- i) To calculate Annual salary (on cell D2),
- ii) To calculate the Social Service Tax (on Cell E2): 1% of monthly salary
- iii) To calculate the Income Tax (on cell F2) on the basis for following conditions:
-If annual salary is less than or equal 300000 then no income tax, if annual salary greater than 300000 but less than 400000 then 15% of excessive amount (i.e. amount more than 300000), if annual salary is greater than or equal 400000 but less than 500000 then 25% of excessive amount (i.e. amount more than 400000), otherwise 35% of excessive amount.
- iv) To calculate monthly net salary (on cell G2) as Monthly salary – social service tax – income tax

[Unit VIII]
