Mother Terasa College of Arts & Science

Mettusalai,Illuppur.

Subject: Computer Application in Business

Class:II BCA

1.What is a computer?

\* A computer is an electronic machine.

\* Accepts user supplied data and instructions using various input devices.

\*Performs arithmetic and logical operations using the given data.

\*Presents the results data processing to output devices.

\*Stores the data in storage devices.

\*Executes the given data using a set of user instructions.

2.Define dropcap?

\*It is used to show the first character of a paragraph in a bigger font size.

\*When this option is clicked after selecting a paragraph.

\*Choose either "Dropped"or "In Margin" option to get this effect.

3.Define word count?

\*This feature is used to count the number of pages,words,characters,paragraphs,and lines in the current document.

4.Define thesaurus?

\*It is used to find synonyms,antonyms and related words.

5.Define autocorrect?

\*It is used to detect and correct misspelt words and grammatical mistakes automatically.

1.What is excel (or) spreadsheet?

\*Spreadsheet is a grid of rows and columns.Each spreadsheet contains many rows and columns.This makes many cells.Each cell can hold either text or number or formula.The rows are numbered numerically like 1,2,3,....,etc.The columns are labeled alphabetically like A,B,C,...,ect.After Z it starts like AA,BB,CC,...,etc.Standard spreadsheet programs are

1.Lotus1-2-3

2.MS-Excel

2.What is chart?

\*Chart is a pictorial representation of the given data.It is used to analyze numerical data.It is easy for the users to see comparisons and trends in the data.

3.What is a list?

\*A series of worksheet rows that contain related data is called list.

4.How to create a worksheet?

\*Select the "File"menu.

\*Choose the "New" option.

\*Click "OK"

5.How to entering a formula?

\*Select the cell.

\*Type equal sign and then type the formula in the cell or in the formula bar.

\*Press "Enter"key or "Arrow"key or click the mouse in another cell.