

Computer Lab – Practical Question Bank
FACULTY OF COMMERCE, OSMANIA UNIVERSITY

B.Com (Computer Applications) (CBCS)-I Semester

Fundamentals of Information Technology

Time: 60 Minutes

Record	10
Skill Test	15
Viva-Voce	10

Total Marks	35

1. Identify the hardware components of your lab computer (CPU, RAM, storage type).
2. Create a table showing examples of input and output devices with their business applications.
3. Differentiate between system software and application software by listing at least 3 installed examples on your PC.
4. List IT applications in one functional area (Finance, HR, Marketing, or SCM) using a table.
5. Identify and document the full Operating System (OS) details of your lab computer, including Name, Version, and Architecture.
6. Prepare a table showing AI and ML applications in different sectors (e.g., HR – recruitment bots, Finance – fraud detection).
7. List 5 IoT devices used in business (e.g., smart POS, RFID systems). Mention their function and benefit.
8. Identify different types of storage (RAM, ROM, SSD, HDD, Cloud). Create a comparison table based on speed, cost, and capacity.
9. Prepare a dos and don'ts checklist for digital privacy & security in lab use.
10. Convert decimal numbers (e.g., 25, 64, 128) into the binary system.
11. Create a table listing different types of Intellectual Property (IP) — Patent, Copyright, Trademark, and Trade Secret — with one real-world business example for each.
12. Prepare a short Word document or PowerPoint slide explaining how digital businesses protect their intellectual property (e.g., software licensing, watermarking, copyright notices).
13. Create a database-like table in Excel with these columns: Emp_ID, Name, Dept, DOJ, Salary.

Emp_ID	Name	Dept	DOJ	Salary
101	Arjun	HR	01-01-24	50000
102	Meena	Finance	15-02-24	60000
103	Kiran	Sales	12-03-24	45000
104	Neha	IT	25-04-24	70000




CHAIRMAN
Board of Studies in Commerce
Osmania University
Hyderabad - 500 007, T.

14. Apply sorting (Salary high → low) for the above dataset.
15. Apply filtering (Dept = Sales) for the above dataset.
16. Demonstrate data types: Enter salary as text vs number and check the difference in calculations.
17. Create a chart (bar/pie) showing department-wise average salary for the same dataset.
18. Convert data types and observe calculation errors for mismatched values (numeric vs text).
19. Create an Excel sheet with sales data and calculate the total = Qty × Price.

Emp_ID	Name	Dept	DOJ	Salary
101	Arjun	HR	01-01-24	50000
102	Meena	Finance	15-02-24	60000
103	Kiran	Sales	12-03-24	45000
104	Neha	IT	25-04-24	70000

20. Apply the SUM and AVERAGE functions to calculate the total and mean price.
21. Use IF to check if Total > 20,000 → “High Sale” else “Low Sale.”
22. Create a VLOOKUP formula to search product details by Prod_ID.
23. Create a Pivot Table summarising total sales by product.
24. Create a chart (column chart) of sales by product.
25. Using the given data, create a Pivot Table in Excel to find the total and average salary by department.

Employee Name	Department	Salary (Rs.)
A	Sales	3000
B	Accounts	4000
C	Marketing	5000
D	Sales	6000
E	Accounts	4000
F	Marketing	8000

26. Identify OS details (Windows/Linux/macOS version) of your system.
27. Use a utility software: compress a folder into .zip and extract it.
28. Create a Word document: insert a heading, table, image, and apply styles.
29. Perform a Mail Merge for an interview call letter to 5 candidates.
30. Prepare a resume in MS Word.
31. Design a PowerPoint (5 slides) about “Digital Business Trends” with transitions and images.
32. Create a PowerPoint with 4 slides explaining ERP, CRM, DBMS, and their business benefits.
33. List out the shortcut keys used in MS Excel.
34. List out the shortcut keys used in MS Word.

35. Compare and contrast different network topologies (Star, Bus, Ring, Mesh).
36. Prepare the list of networking devices and their functions.
37. Find IP address and DNS of your system (Hint: Command Prompt → ipconfig).
38. Perform a Google search on "Digital Marketing Tools" and list the top 5 results.
39. Compare two e-commerce websites (e.g., Amazon vs Flipkart) with respect to features, delivery, and offers.
40. Analyse a company's social media account (e.g., Zomato on Instagram). Make a table: Content Type vs Engagement.
41. Run a speed test (speedtest.net) and record Download/Upload speed.
42. Share a file via Bluetooth or LAN cable and document the steps.
43. Create a Google Drive/Dropbox account, upload and share a file with a peer.
44. Prepare a table with SaaS, PaaS, and IaaS examples and their business use.

Example:

Cloud Service Model	Examples	Business Use
SaaS		
PaaS		
IaaS		

45. Compare Public, Private, and Hybrid clouds with examples in a table.
46. Create a strong password and test it on an online strength checker like "How Secure is My Password."
47. Enable Two-Factor Authentication (2FA) for a Gmail account and show the authentication process.
48. Create a Word document listing 10 safe browsing tips.
49. Create a PowerPoint/report on cyber threats (Malware, Phishing, DoS) with business examples.
50. Prepare a short report (in Word) summarising cyber laws in India (IT Act, DPDPA 2023) and their importance for digital businesses.


CHAIRMAN
 Board of Studies in Commerce
 Osmania University
 Hyderabad - 500 007, T.S.