

Question 1: Describe the function of the following shortcut keys in PowerPoint,

1. CTRL+W
2. CTRL+S
3. ALT+F4

Answer:

1. Close the slides CTRL+W
2. save CTRL+S
3. Close ALT+F4

Question 2: Describe the function of the following shortcut keys in PowerPoint,

1. CTRL+Y
2. CTRL+N
3. CTRL+O

Answer:

1. To redo an action that has just been undone CTRL+Y
2. It creates a new presentation window CTRL+N
3. This is to opens a search browser to open a saved file in the computer CTRL+O

Question 3: how can creat desktop icon

Question 4: How can i save a file in floppy disk

Question 5: What are Trojan Horses?

Answer:

Trojan horses are a kind of cyber crime , they are v harmful to computer because they are stand alone programme and the look like what they are not like any thing amusing or not harmless like games..

Question 6: What do you know about the following Describe briefly.

1. Enterprise Resource Planning (ERP) Software
2. Spread Sheet
3. Network Topology
4. SMTP

Question 7: What do you mean by Comments?

Question 8: What is an intelligent system?

Question 9: What are the characteristics of a well organized message?

Answer:

The subject and purpose are clear. All information is related to the subject and purpose. The ideas are grouped and presented in a logical way. All necessary information is included. Well organized messages are efficient they only contain relevant information, so the audience does not waste time with superfluous information. Page 51

Question 10: What are the Functions and Contents of a Progress Report?

Answer: