

Question 1: How we can modify column widths and row heights?

Answer:

Column Widths

Select the column and right click from the mouse there is a option of column width click on it and it ll show you the current width of the column you put your require width in it. Same ways for one columns or all.

Row height,

Select the number of rows you want to change the height right click at the border area of the rows there is a option of change row height. Click on it, it ll show you the current height of the rows there you can put the require height of the row you need.

Question 2: if you need to store large amount of data for later use what kind of storage device you should chouse and wayalso write some names of storage devices.

Question 3: Is it possible to switch among multiple documentsHow can we switch using keyboard?

Answer:

Yes it is possible to switch among multiple documents by using Alt+Tab

Question 4: What are Computer Viruses?

Answer:

A computer virus is a computer program that can copy itself and infect a computer. The term "virus" is also commonly but mistakenly used to refer to other types of malware, including but not limited to adware and spyware programs that do not have the reproductive ability. Viruses can increase their chances of spreading to other computers by infecting files on a network file system or a file system that is accessed by another computer. Example: Trojan horses.

Question 5: What does undo do?

Answer:

This command allow us to undo the things, for example during typing we removed some stuff and want back, if we will press Ctrl + Z then we will get all stuff back in same position.

Question 6: What is difference between Utility software and Application softwre give an example of each?

Question 7: what is differnce between utillity software and application software

Question 8: What is electronic mailing. Give its basic concept and usage.

Answer:

Electronic mail, also written as E-mail, is an electronic transmission of messages, letters and documents. It includes point to point services in which text file, that is, sent or received can be edited. The basic concept of E-mail is to send and receive messages as quickly as possible with the addition of sounds, graphics, links and etc, which can never be possible through the old postage system as that took long and also has to go through countries borders.

E-mail typically is used for conversations that are not urgent and for dialogues that are expected to