**SESSION SPRING 2024**

**PROGRAM BACHELOR OF COMMERCE (BCOM)**

**SEMESTER I**

**COURSE CODE & NAME BCOM104 – DIGITAL FLUENCY**

**CREDITS 4**

**Assignment Set – 1st**

**Questions**

**1. A). What are computers, and how have they become such integral components of our daily lives?**

**Ans:**

Computers are electronic devices capable of processing, storing, and retrieving data through various operations and algorithms. They consist of hardware components such as processors, memory, storage devices, input/output devices, and software components such as operating systems, applications, and programs. Computers come in various forms, including desktops, laptops, tablets, smartphones, and embedded systems.

**Integration into Daily Lives:**

**Communication:** Computers enable instantaneous communication through email, messaging apps, social media platforms, and video conferencing tools. They facilitate global

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**2. A). What distinguishes word processors from other software tools, and how does Microsoft Word embody the essence of this category?**

**Ans:** Word processors are specialized software tools designed primarily for creating, editing, formatting, and printing documents. What distinguishes word processors from other software tools is their focus on text-based document creation and manipulation, as well as their rich set of features tailored specifically for document processing tasks. Microsoft Word, developed by

**b) Elaborate on the concept of shortcut keys, and how they enhance user efficiency and productivity? Also, list 10 short cut keys and its functions.**

**Ans:** **Shortcut keys,** also known as keyboard shortcuts or hotkeys, are combinations of keystrokes that perform specific actions within software applications, operating systems, or computer interfaces. They provide a quick and efficient way for users to execute commands, access features, and perform tasks without relying solely on mouse-based interactions.

**Shortcut keys enhance user efficiency and productivity in several ways:**

**3. a). Elaborate on the significance of Microsoft Excel in modern business environments and how does Excel facilitate data management, analysis, and visualization.**

**Ans:** Microsoft Excel is a powerful spread sheet software program widely used in modern business environments for data management, analysis, and visualization. Its significance stems from its versatility, ease of use, and robust features, making it an indispensable tool for

**b) What are some key features that make it a versatile and indispensable tool for professionals across various industries?**

**Ans:** Microsoft Excel offers a wide range of features that make it a versatile and indispensable tool for professionals across various industries. These features empower users to perform diverse tasks related to data management, analysis, visualization, and reporting.

**Assignment Set – 2nd**

**Questions**

**4. A). Elucidate the significance of Microsoft PowerPoint in modern presentations and communication strategies?**

**Ans:** **Microsoft PowerPoint** is widely used presentation software that plays a significant role in modern presentations and communication strategies. Its versatility, user-friendly interface, and powerful features make it an indispensable tool for professionals across various industries.

**Here's why PowerPoint is significant in modern presentations and communication strategies:**

**1. Visual Communication:**

**Visual Appeal:** PowerPoint enables users to create visually appealing presentations with a

**b) Write the process to add video and audio in a PowerPoint slide.**

**Ans:** Adding video and audio to a PowerPoint slide enhances your presentation by incorporating multimedia elements.

**Here's a step-by-step process to add video and audio to a PowerPoint slide:**

**Adding Video:**

**Open PowerPoint:** Launch Microsoft PowerPoint and open the presentation where you want to add the video.

**Navigate to the Slide:** Go to the slide where you want to insert the video.

**Insert Tab:** Click on the "Insert" tab in the PowerPoint ribbon at the top of the screen.

**b) How would you define a firewall in the context of cyber security, and provide a detailed overview of key features and functionalities that empower firewalls to serve as essential defense mechanisms against cyber threats?**

**Ans:** In the context of cyber security, a firewall is a network security device or software that monitors and controls incoming and outgoing network traffic based on predetermined security rules.

The primary function of a firewall is to establish a barrier between a trusted internal network and untrusted external networks (such as the internet), regulating the flow of data to prevent

**6. A). What is the Internet, and how has it become an indispensable part of modern society? List and explain the essential features of the Internet, and why they are vital for its operation and widespread adoption.**

**Ans:** The Internet is a global network of interconnected computers and devices that communicate with each other using standardized protocols and technologies. It enables the exchange of data, information, and resources across vast geographical distances, facilitating communication, collaboration, commerce, entertainment, education, and more. The Internet has become an indispensable part of modern society due to its transformative impact on

**b) What is HTTP, and how does it function as a foundational protocol on the Internet? Elaborate on the importance of HTTP in the realm of cyber security, highlighting its role in facilitating secure and efficient communication between web clients and servers?**

**Ans:** HTTP, or Hypertext Transfer Protocol, is a foundational protocol used for communication between web clients (such as web browsers) and web servers on the Internet. It is the primary protocol for transmitting and receiving data over the World Wide Web, facilitating the exchange of hypertext documents, media files, and other resources.

**Functioning of HTTP:**

**Client-Server Model:** HTTP operates on a client-server model, where clients (such as web