1. What is PALM OS?
   Answer: PALM Operating System is a single user single tasking operating system. It is used in palm hand held device.
2. What is hardware?
   Answer: The physical components of a computer system are called as hardware. e.g. CPU, Keyboard, Mouse etc.
3. What is Booting?
   Answer: The process of loading the operating system files into computer's primary memory is called as booting.
4. What are the different types of software?
   Answer: The different types of software are (i) System Software (ii) Application Software.
5. Name the types of Operating systems depending on the types of computers they control.
   Answer: The types of Operating systems depending on the types of computers they control are: (i) Single User Single tasking operating system. (ii) Single User Multi tasking operating system. (iii) Multi User operating system.
6. Name any two Multi-user operating systems.
   Answer: (i) UNIX (ii) LINUX
7. Name any two Multi tasking operating systems.
   Answer: (i) Windows 10 (ii) Mac OS
8. Name any GUI operating system.
   Answer: Windows 10
9. Name any CUI operating system.
   Answer: MS DOS 6.22
10. Define operating system.
    Answer: Operating system is a set of instructions given to the computer. It activates the different parts of computer and establishes an interface between the computer and user.
11. What are the functions of operating systems?
    Answer: (i) Starting a computer system.
                     (ii) Memory management.
                     (iii) Resource Management.
   (iv) Process Management.
                     (v) Managing files and folders.
12. Write the differences between CUI and GUI operating systems.

CUI (COMMAND USER INTERFACE)	GUI (GRAPHIC USER INTERFACE)
A user needs to type all the commands on the command prompt.	A user needs to click on the icons, buttons, windows and menus on the screen to give commands.
A user needs to remember all the commands and their syntax.	A user gives commands by simply clicking on the icons and buttons on the screen.

13. What is an algorithm?
Answer: An algorithm is a step by step procedure for solving a problem based on conducting a sequence of specified actions.
14. What is a flowchart?
Answer: Flowchart is a diagrammatic representation of algorithm for solving any problem using some specific symbols and boxes.
15. Draw a Start/Stop box and state its use.
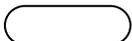
Answer: Used to show the start and end of a flowchart

16. Draw a Input/Output box and state its use.
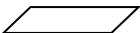
Answer: Used to show whether data is input or output.

17. Draw a Decision box and state its use.

Answer: Used to show the start and end of a flowchart

18. What is Pseudo code?
Answer: A computer language that resembles the English language. It also uses programming code. eg. Read A, Sum=A+B.
19. What is the full form of GUI?
Answer: Graphical User Interface.

20. What are the steps involved in programming?

Answer: Understanding the problem. Writing an algorithm. Drawing a flowchart. Coding the program using any programming language.

21. What is a spreadsheet?

A spreadsheet is an interactive computer application for organization, analysis and storage of data in tabular form.

22. What is Microsoft Excel?

Microsoft Excel is a spreadsheet program included in the Microsoft Office suite of applications.

23. What is a workbook?

In Microsoft Excel a workbook is a collection of one or more spreadsheets or worksheets, in a single file.

24. How to move from one worksheet to another?

By clicking on the desired sheet tab, we can move from one sheet to another.

25. How to insert a new worksheet?

To insert a new worksheet, select any worksheet and then, on the Home tab, in the Cells group, click Insert, and then click Insert Sheet.

26. How to rename a worksheet?

Right-click on an existing worksheet name, then choose Rename from the resulting Context menu.

27. How to delete a worksheet?

Click the tab of the worksheet that you want to delete. Right-click the tab and choose Delete from its shortcut menu.

28. What is a range?

A selected block of two or more cells is called a range or cell range.

29. What are formulas?

A formula is an expression which calculates the value of a cell.

30. How to write a formula?

To write a simple formula to add, subtract, multiply or divide values, start with an equal sign (=), followed by constants that are numeric values and calculation operators such as plus (+), minus (-), asterisk(*), or forward slash (/) signs.

31. What is cell reference?

A cell reference refers to a cell or a range of cells on a worksheet and can be used in a formula.

32. What is an error in excel?

If Excel cannot properly evaluate a worksheet formula or function, it displays an error value (such as #REF!) in the cell.