

KB INSTITUTE OF TECHNOLOGY AND MANAGEMENT
ASSIGNMENT - 1
COURSE ON COMPUTER CONCEPT

Attempt all question

Marks: 25

1. Explain the purpose of the **Taskbar** in Windows. What is the difference between a **desktop icon** and a **shortcut icon**?
2. Explain different **mouse actions** (single click, double click, right click, drag and drop, scroll) and their uses in operating a computer.
3. Explain the different types of keys on a keyboard – **Alphabet keys, Numeric keys, Function keys, Special keys, Navigation keys, and Modifier keys** – with their uses.
4. Explain the different ways to **enhance text** in LibreOffice Writer, including **Bold, Italics, Underline, Font Color, and Highlighting**.
5. How can you use **paragraph formatting** such as **alignment, spacing, and indentation** to make a document more readable and professional?