



Adda 247  
Publications

# COMPUTER APTITUDE

For Banking & Insurance Examinations

like IBPS, SBI, RBI, LIC, UIIC & Others

FIRST EDITION 2018

# Contents

<b>1 - BASIC COMPUTER - HISTORY .....</b>	<b>3</b>
<b>2 - HARDWARE.....</b>	<b>10</b>
<b>3- SOFTWARE.....</b>	<b>19</b>
<b>4 - DATA COMMUNICATION.....</b>	<b>Error! Bookmark not defined.</b>
<b>5 - INTERNET .....</b>	<b>38</b>
<b>6 - COMPUTER SECURITY &amp; VIRUSES .....</b>	<b>43</b>
<b>7 - MS WINDOWS .....</b>	<b>46</b>
<b>8 - MS WORD 2007.....</b>	<b>51</b>
<b>9 - MS EXCEL 2007 .....</b>	<b>Error! Bookmark not defined.</b>
<b>10 - COMPUTER TERMS, ABBREVIATION &amp; GLOSSARY .....</b>	<b>Error! Bookmark not defined.</b>
<b>11 - MULTIPLE CHOICE QUESTIONS .....</b>	<b>74</b>
<b>12 - COMPUTER APTITUDE SHORT NOTES (CAPSULE).....</b>	<b>118</b>