UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)
उत्तराखंड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

MCA-16/MCA-17
1ST YEAR 1ST SEMESTER ASSIGNMENT

Session -   *2017-18, Summer Last Date of Submission: 31st October 2017*
Session -   *2017-18, Winter Last Date of Submission: 30th April 2018*

Course Title: Computer Fundamentals and PC Software

Course Code: MCA-01

Maximum Marks: 30/20

Section 'A' contains 08 short answer type questions of 4/2.5 marks each. Learners are required to answers 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

1. What do you mean by sorting data in MS-Excel?

2. What are slides in MS-Power point and what are the operations that we can perform on slides?

3. What is a formula? Give an example showing the use of formulas in excel.

4. What are the advantages of MS-PowerPoint?

5. Discuss the important features of various generations of computers. Give some examples of the computers of each generation.

6. What is the use of header and footer in a word document? How can header and footer be inserted in a document?

7. Explain the different types of printers. Make a clear difference among them in terms of speed, cost and method of operation.

8. With the help of a block diagram, explain the basic organization of a computer system.

Section 'B' contains 04 long answer-type questions of 7/5 marks each. Learners are required to answers 02 questions only.

1. **a.** What is an OMR device?

   b. What is absolute cell addressing in a worksheet? How does it differ from relative cell addressing?

2. Explain various types of Chart in MS-Excel.

3. Answer the following :

    a. What is an IC? How does it help in reducing the size of a computer?

    b. What is a Bus? List out the main functions performed by buses in a computer system.

4. What are the applications of computer? Explain.