



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

PGDCA-16/PGDCA-17  
1<sup>ST</sup> YEAR 1<sup>ST</sup> 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: PGDCA-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.

