



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

BCA 1ST YEAR 1ST SEMESTER ASSIGNMENT

Last Date of Submission: 15/01/2016

Course Title: Basic of OS and PC Software

Course Code: BCA-03

Year: 2015-16

Maximum Marks: 40 Marks

Section 'A' contains 08 short answer type questions of 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 is process? What are the main objectives of the process management module of the operating system?
2. What are the advantages of using Linux operating system?
3. What do you mean by Normal View and Page Layout Vies of a document? How do they differ from each other?
4. Describe the steps to create a new table.
5. Differentiate between File and Folders in Windows. What are the steps for creating Files and Folders?
6. Explain how to protect an Excel file by assigning a password by using the available options.
7. Explain the internal and external commands of DOS with an example.
8. Explain the use of find and replace command.

Section 'B' contains 04 long answer-type questions of 10 marks each. Learners are required to answers 02 questions only.

1. Describe the role of operating system in computer system.
2. What is Vi editors? Explain the various modes of Vi editor.
3. What is Excel chart? Explain the different types of chart with the help of example.
4. What are the functions of an operating system? Explain the types of an operating system.