

**UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)**

CCAPP/ CCAP/ CWA/ CIT/ CDTP/ CCAD/ COASP/ DCA/ DIMM/ DIT/ DWD/ DDTP/ PGDCA/ ADCA/
ADWD/ ADIT/ CCAC/ DIA/ ADPA/ CHM/ DHN/ ADHN/ ADNS/ ADCS

(M-02) ASSIGNMENT

Last Date of Submission: 15 January 2011

**Course Title: Office Application Tools, Internet Technology, and Personality
Development Skills**

Course Code: M-02

Year: 2010-11

Maximum Marks: 20 Marks

Section 'A' contains eight short answer type questions of 2.5 marks each. The learners are required to answer four questions only. Answers of short answer-type questions must be restricted to about 250 words approximately.

1. What do you mean by template? Prepare your biodata using MS word .Write steps to print it in A4 paper size.
2. Create your e-mail accounts at gmail, yahoo using your centre's Internet facility and write the necessary steps.
3. What are the advantages of using a presentation ? Create a PowerPoint presentation to show the configuration of the computer system you are using at your study center.
4. What is a web browser? Name any four web browsers of your choice.
5. What is the difference between Group Discussion and interview?
6. Write down about the great positives of your personality. Also write about your favourite leader and his quality that charms you most.
7. What is hyperlink? Ellaborate.
8. What do you mean by topology? Explain different topologies used in LAN?

Section 'B' contains four long answer-type questions of five marks each. Learners are required to answer two questions only.

1. What is a search engine ? Mention different types of search engines you are acquainted with.
2. Write down the usage of Internet to the human society.
3. Explain the following terms:
 - a. Internet
 - b. Search Engine
 - c. HTTP
 - d. URL
 - e. IP Address
4. Explain the following terms.
 - a. Web page.
 - b. Home page.
 - c. Modem

