



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखंड मुक्त विश्वविद्यालय, हल्द्वानी, नैनीताल

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, 2012

**Course Title: Office Application Tools, Internet Technology, and Personality
development skill**

Course Code: M-02

Year: 2011-12

Maximum Marks: 20 Marks

Section 'A' contains 08 short answer type questions of 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 is Internet? What are the components of the Internet? Describe them.
2. Define the qualities of effective manager?
3. What is presentation package? Create a PowerPoint presentation about your study center.
4. What is a search engine? How does a search engine work? Name any four search engine.
5. Why is it important to maintain eye contact throughout an interview? Explain.
6. Describe the principle of effective conversation.
7. What are hyperlinks? How you can create a hyperlink in a word doc?
8. Explain following functions with example:
 - a. ROUND
 - b. SQRT
 - c. AVERAGE
 - d. COUNT
 - e. TODAY

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

1. What are the advantages of using electronic spreadsheets rather than manual spreadsheets? Prepare your high school mark sheet in MS Excel .Use functions/formulae for sum, percentage, grade calculation. Write steps to print marks sheet in A4 paper size.
2. What is the significance of Information Technology in communication?
3. Summarize the types of data you can insert in the Excel worksheet?
4. Explain the following terms:
 - a. E-mail
 - b. Web browser
 - c. WWW
 - d. Network topology
 - e. DNS

