



## UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

PGDCA 1<sup>st</sup> YEAR 1<sup>st</sup> SEMESTER ASSIGNMENT*Last Date of Submission: 15 Jan.2013***Course Title: Computer Fundamentals and PC Software Course Code: PGDCA-01****Year: 2013-14****Maximum Marks: 40 Marks****Section A**

Section 'A' contains 08 short answer type questions of 5 marks each. Learners are required to answer 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

1. What is GUI? Explain with the help of example.
2. Differentiate between application software and system software
3. Discuss the important features of MS-Word.
4. Differentiate between software, data and hardware.
5. What are the Linux Commands?
6. What is Linux operating System?
7. Explain the types of operating system.
8. Explain the method of creating and saving a word document with an example.

**Section B**

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

1. Draw and Explain the block diagram of computer?
2. Explain the main components of a computer system with a diagram.
3. What is Mail Merge feature in MS-Word? Explain its uses and write the steps for mail merge with the help of an example.
4. Explain memory hierarchy in a computer system with the help of a diagram.