



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

PGDCA 1<sup>ST</sup> YEAR 1<sup>ST</sup> SEMESTER ASSIGNMENT

*Last Date of Submission: 15- Jan-2014*

**Course Title: Computer Fundamentals and PC Software**

**Course Code: PGDCA-01**

**Year: 2015-15**

**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 computer? What are the characteristics of a computer?
2. Differentiate between a bit and byte.
3. What do you understand by computer memory? List the two different categories of memory.
4. What is an operating system? Explain.
5. What is network operating system? How is it different from the distributive operating system?
6. What do you mean by Word Processor? Give one example of a popular Word Processor.
7. Describe the Ribbon in Excel 2007.
8. What are operators in Excel? How many types of operators are there in Excel?

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 the computer system.
2. Explain the booting processing of Linux.
3. Describe the steps to create a new table.
4. Explain the process of inserting rows and columns and deleting rows and columns in excel.