



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

PGDCA 1ST YEAR 1ST SEMESTER ASSIGNMENT

Last Date of Submission: 15/01/2016

Course Title: Computer Fundamentals and PC Software

Course Code: PGDCA-01

Year: 2015-16

Maximum Marks: 40

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 are the characteristics of computer?
2. What is cache memory? How is it different from primary memory?
3. What is a bus? List out the main functions performed by buses in a computer system.
4. Explain any five important features of Windows 7
5. Distinguish between
 - a. **cat** and **more** commands.
 - b. **Tail** and **head** commands
6. What is the use of header and footer in a word document? How can header and footer be inserted in a document?
7. What are the advantages of MS-PowerPoint?
8. Explain the classification of computer.

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

1. Describe the evolution of computer.
2. What is computer? Draw and explain the block diagram of computer in detail.
3. What is an operating system? Explain the functions of an operating system.
4. What do you mean by Chart in MS-Excel? Explain various types of chart in MS-Excel.