ASSIGNMENTS

CSP- 40, 41 & 11
CSPL- 40, 41 & 11

(Theory & Practical)

SESSION: 2020-21

PG DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)

(1st Semester)

SUBMISSION DATES FOR ASSIGNMENTS

SESSION (2020-2021)			
Sl.No.	CODE	COURSE TITLE	DATE OF SUBMISSION
1	CSP-40	Computer Fundamentals	Sunday, 21st Mar.2021
2	CSP-41	Office Automation	
3	CSP-11	Data Communication & Networking	
PRACTICALS			
4	CSPL-40	Computer Fundamentals Lab	Sunday, 21st Mar.2021
5	CSPL-41	Office Automation Lab	
6	CSPL-11	Data Communication & Networking Lab	

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment solutions to the Coordinator of your Study Center.

Purpose of Assignments:
1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.

2. Assignments are also a part of the teaching-learning process in the ODL system. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish two-way communication between learner and evaluator.

How to Write Assignments:
Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet as per the format given below.

   PROGRAMME TITLE: ....**ENROLMENT No.:**…………………………….………

   NAME:………………………………………………………………………………….......

   ADDRESS:…………………………………………………………………………….………………
   ……...………

   COURSECODE…………………………….……….**COURSE TITLE:**……………………………………………….

   ASSIGNMENT CODE:………………………
   SIGNATURE:…………………………………………………….

   STUDY CENTRE: ....**DATE:** …………………………………………

2. Before you attempt the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.

3. **Write the answers in your own handwriting.** Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

Weightage for each Assignments:
1. Each Theory Assignment will carry 15% weightage and each Practical Assignment will carry 10% weightage and term-end examination will carry 75% weightage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum pass mark i.e. 40% in each assignment. In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

ASSIGNMENTS
(THEORY)

ASSIGNMENTS

Computer Fundamental (CSP-40)

(Theory)

Full Mark – 100

Group 'A'

Q. No. 1. Answer all the questions, each within one word or one sentence.   **Mark: 1 X 10 = 10**
a)   _____is primary storage device.
b)   What is versatility?
c)   What is output device?
d)   1 Tera byte (TB) = _____GB.
e)   What is processing unit?
f)   PCI stands for_____.
g)   BIOS stands for_____.
h)   To add a password to a user which command do you use?
i)   To move a file which command do you use?
j)   Find the decimal number equivalent of $(13472)_8$.

Group 'B'

Q. No.2. Short answer-type Questions (Word Limit: 100 Words)   **Marks: 5 X 4 = 20**
a)   Describe the characteristics of computer.
b)   What is virtual memory?
c)   Explain the characteristics of 5th generation of computer.
d)   What are the components of the North Bridge?

Group 'C'

Q. No.3. Medium answer-type Questions (Word limit: 200 Words)   **Marks: 10 X 4 = 40**
a)   Explain, what is meant by system properties?
b)   Describe the five types of users.
c)   Explain the basic input, output system.
d)   Writeeight (8) Escape mode commands.

Group 'D'

Q. No.4. Long answer-type Questions (Word Limit: 300 words)   **Marks: 15 X 2 = 30**
a)   What is a port? What are the various types of port? Explain briefly.
b)   Convert the number Decimal to Binary, i.e.,$(14.25)_{10}$ is a decimal number.

ASSIGNMENTS

Office Automation (word, Excel, Power point) (CSP-41)

(Theory)

Full Mark – 100

Group 'A'

Q. No. 1 Answer all the questions, each within one word or one sentence.   **Mark: 1 X 10 = 10**
   a) The ribbon is comprised of 3 components, that is (i)_____(ii)_____(iii)_____.
   b) What is ROW?
   c) To add columns to a table the option used is_____.
   d) The shortcut to create a new document is_____.
   e) What is smart art?
   f) What is projector?
   g) What is design template?
   h) Write the name of 3 input device.
   i) A pivot table doesn't actually change the spread sheet or database itself, it is (True/False).
   j) What do you mean by *range*?

Group 'B'

Q. No.2. Short answer-type Questions (Word Limit: 100 Words)   **Marks: 5 X 4 = 20**
   a) Explain the different tools used in MS word 2010?
   b) Describe, How to type a text, change the format and font and size?
   c) What is data shorting and data filtering?
   d) Work sheet can be formatted in various ways, what are they?

Group 'C'

Q. No.3. Medium answer-type Questions (Word limit: 200 Words)   **Marks: 10 X 4 = 40**
   a) Describe about the 3 tables, that is (i) Title bar (ii) Dialog box launcher (iii) Quick access bar.
   b) Explain the definition of Header, Footer and Page number.
   c) What are the slide notes, how to prepare slide notes, give one example.
   d) Explain, what is Data table and Pivot table?

Group 'D'

Q. No.4. Long answer-type Questions (Word Limit: 300 words)   **Marks: 15 X 2 = 30**
   a) Explain, what are the parts of printing option?
   b) Why we use Freeze panes in a worksheet, give one example with table diagram,
      (i) Freeze top row (ii) Freeze first column (iii) Freeze panes.

ASSIGNMENTS

Data Communication and Networking (CSP-11)

(Theory)

Full Mark – 100

Group 'A'

Q. No.1. Answer all the questions, each within one word or one sentence.   **Mark:1 X 10 = 10**
   a) A computer can be connected in both half and full-duplex mode simultaneously. (True/False)
   b) The signals which have infinite values in a range are called_____signals.
   c) Which Multiplexing technique is/are used in cellular network?
   d) AM signal is least affected by noise. (True/False)
   e) What is Bit Rate?
   f) NIC stands for_____.
   g) Using a co-axial cable as transmission medium, the repeaters are need at every 5-6 km for an analog signal. (True/False)
   h) What is the min and maximum header size of a TCP/IP packet?
   i) What is the address size of the IPv4 and IPv6?
   j) SMTP stands for_____.

Group 'B'

Q. No.2. Short answer-type Questions (Word Limit: 100 Words)   **Marks: 5 X 4 = 20**
   a) Compare and contrast a circuit-switched network and a packet-switched network.
   b) Explain the effect of packet size on transmission time.
   c) What is the function of a Router? How it is differ from a bridge?
   d) Explain the working of SMTP and explain how it is used to send and receive mails.

Group 'C'

Q. No.3. Medium answer-type Questions (Word limit: 200 Words)   **Marks: 10 X 4 = 40**
   a) Explain the characteristics of Data Communication.
   b) Discuss the function of data link layer in brief.
   c) What are the advantages and disadvantages of Ring Topology and Bus Topology?
   d) What do you mean by *Multiplexing*? What are the three major Multiplexing techniques?

Group 'D'

Q. No.4. Long answer-type Questions (Word Limit: 300 words)   **Marks: 15 X 2 = 30**
a) What are the different types transmission mediums used in data communication system? Compare their merits and demerits.
b) Write a detailed note on TCP/IP reference model. Also compare TCP/IP and OSI reference model?

ASSIGNMENTS
(PRACTICAL)

ASSIGNMENTS
Computer Fundamentals (CSPL-40)

(Practical)

Answer All the Questions (each question carries 20marks)   **Full Mark – 100**

1. Draw a block diagram of Computer. Identify the different components with their usability.

2. Write down the steps to CREATE, DELETE and RENAME a folder in Windows and Linux.

3. Write down the steps to install Window 10.

4. Write down the steps to create new user account in Window 10.

5. Explain 10 different commands in Linux with suitable example.

ASSIGNMENTS
Office Automation (CSPL-41)

(Practical)   **Full Mark - 100**

Answer All the Questions (each question carries 20marks)

1. Create a BIO-DATA of your own using different feature of MS Word.
2. Show the use of Basic MS EXCEL formulas with suitable example.
3. Create a MS POWERPOINT presentation to describe OSOU using different features of POWERPOINT.
4. Show the use of VLOOK UP and HLOOK UP in MS EXCEL.
5. Show the use of different *shortcuts* (At least 10) in MS WORD with suitable example.

ASSIGNMENTS
Data Communication & Networking Lab (CSPL-11)

(Practical)

Answer All the Questions (each question carries 20marks)   **Full Marks - 100**

1. Identify and explain the function of following network devices:
    - i.   HUB
    - ii. REPEATER
    - iii. BRIDGE
    - iv. SWITCH
2. Write down the steps to configure static IP address on a computer.
3. Write down the function of following network management commands:

    (***ping, netStat, ipconfig, nbtstat, nslookup***)

4. Identify the network component and create a network topology using CISCO packet tracer software.
5. Write down the stepwise procedure to connect a network printer in Windows.