



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା  
Odisha State Open University, Sambalpur, Odisha  
Established by an Act of Government of Odisha.

# ASSIGNMENTS

CSP- 40, 41 & 11

**(Theory & Practical)**

SESSION: 2018-19

PG DIPLOMA IN COMPUTER APPLICATIONS

**PGDCA**

**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 counselors 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 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 a 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, course title, enrolment no. and study center 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 assignment or get fail mark in assignment you have to re-submit in the next year.

**SUBMISSION DATES FOR ASSIGNMENTS**

Sl. No.	Course Code	Name of the Course	Last Date of Submission	Day (As per Calendar)
<b>Theory</b>				
1	CSP-40	Computer Fundamentals	<b>18<sup>th</sup> November 2018</b>	Sunday
2	CSP-41	Office Automation	<b>18<sup>th</sup> November 2018</b>	Sunday
3	CSP-11	Data Communication & Networking	<b>18<sup>th</sup> November 2018</b>	Sunday
<b>Practical</b>				
4	CSPL-40	Computer Fundamentals Lab	<b>18<sup>th</sup> November 2018</b>	Sunday
5	CSPL-41	Office Automation Lab	<b>18<sup>th</sup> November 2018</b>	Sunday
6	CSPL-11	Data Communication & Networking Lab	<b>18<sup>th</sup> November 2018</b>	Sunday

# ASSIGNMENTS

## Computer Fundamentals (CSP-40)

**(Theory)**

**Full Mark – 100**

### GROUP-‘A’

**Q. No. 1**

**Mark: 1 × 10= 10**

- a) The basic architecture of computer was developed by
  - i) John Von neuman    ii) Charles Babbage    iii) garden Moore    iv) Blaise Pascal
- b) How many generations a computer can be classified?
  - i) 3    ii) 4    iii) 5    iv) 6
- c) Which one is not an input device?
  - i) Keyboard    ii) Mouse    iii) Printer    iv) Scanner
- d) Memories which can be read only are called \_\_\_\_\_.
  - i) RAM    ii) ROM    iii) DRAM    iv) Virtual Memory
- e) What is PCI?
  - i) A type of monitor    ii) a type of System Bus    iii) A kind if Graphics    iv) None of these
- f) VLSI stands for \_\_\_\_\_.
- g) Find the decimal equivalent of  $10111_2$ .
- h) Define Real Time Operating System.
- i) Name any two distribution of Linux.
- j) What is /mnt directory in Linux.

### Group ‘B’

**Q. No. 2 (Word Limit: 50 Words)**

**Mark: 5 × 4= 20**

- a) How to shut down a Linux system? What is Halt and poweroff command in linux?
- b) How to change the password of a user in linux System. Explain with an example.
- c) How to hide and unhide files and folders in Linux? Explain with an example.
- d) Calculate the Decimal equivalent of octal number  $13472_8$ .

### Group ‘C’

**Q. No. 3 (Word Limit: 200 Words)**

**Mark: 10 × 4= 40**

- a) List 10 Linux command used in terminal mode with descriptions.
- b) Explain the Application of Computer in details.
- c) How to Convert Octal to Hexadecimal? Convert  $10028$  to hexadecimal
- d) Explain the steps of windows installation.

### Group ‘D’

**Q. No. 4 (Word Limit: 250 Words)**

**Mark: 15 × 2= 30**

- a) Explain about the File permission in Linux in details.
- b) What is OS? Explain different types of Operating System.

# ASSIGNMENTS

## Office Automation (CSP-41)

**(Theory)**

**Full Mark – 100**

### GROUP-‘A’

**Q. No. 1**

**Mark: 1 × 10= 10**

- a) The maximum width of a column in MS Excel is:
  - i) 254      b) 255      c) 256      d) 257
- b) Which is not a font style?
  - i) Bold      ii) Superscript      iii) Italic      iv) Regular
- c) Landscape is?
  - i) A font style    ii) Paper Size    iii) Page Layout    iv) Page Orientation
- d) To apply center alignment to a paragraph we can press
  - i) Ctrl + S      ii) Ctrl + C      iii) Ctrl + C + A      iv) Ctrl + E
- e) Text-styling feature of MS word is
  - i) WordColor      ii) WordFont    iii) WordArt    iv) WordFill
- f) We can remove / hide border of a shape by selecting.
  - i) No Line      ii) No Outline    iii) White Line      iv) No Border
- g) By pressing F12, which of following will happen?
  - i) Save As dialog box will open      ii) Save dialog box will open
  - iii) Open dialog box will open      iv) Close dialog box will open
- h) What can be searched by find?
  - i) format      ii) characters    iii) symbol      iv) All of above
- i) To spell check which function key you will press?
  - i) F5    ii) F6      iii) F7      iv) F8
- j) Which file format can be added to a PowerPoint show?
  - i) jpg      ii) gif      iii) wav      iv) All of above

### Group ‘B’

**Mark: 5 × 4= 20**

**Q. No. 2 (Word Limit: 50 Words)**

- a) Notes on V-Lookup.
- b) Notes on WordArt in MS Excel.
- c) Notes on Animation tab.
- d) How you can create a video in PowerPoint?

### Group ‘C’

**Mark: 10 × 4= 40**

**Q. No. 3 (Word Limit: 200 Words)**

- a) Explain about insert tab and its option in MS Word.
- b) How you can record a slide show in PowerPoint 2013?
- c) How do we create a header and footer in a document?
- d) What is Data Table? Why do we need it? And How to create a Data Table?

### Group ‘D’

**Q. No. 4 (Word Limit: 250 Words)**

**Mark: 15 × 2= 30**

- a) What Charts are in excel? What are its types explain with one example.
- b) What is Ruler in MS word? How to show and hide the horizontal and vertical ruler

# ASSIGNMENTS

## Data Communication & Networking (CSP-11)

(Theory)

Full Mark – 100

GROUP-‘A’

**Q. No. 1**

**Mark: 1 × 10= 10**

- a) Define data.
- b) Peak Amplitude?
- c) A wave has a frequency of 10 Hz. What will be its period (T)?
- d) Consider a digital Signal with 8 levels, how many bits are required per level?
- e) Define BIT Rate.
- f) Routers operate at \_\_\_\_\_ of the OSI model, where they are responsible for forwarding packets between two or more networks.
- g) \_\_\_\_\_ is a tool that measures TCP and UDP bandwidth performance.
- h) Which \_\_\_\_\_ converts plaintext into cypher text in a bit-by-bit fashion.
- i) What is Firewall?
- j) \_\_\_\_\_ to protect the confidentiality of the organization’s most sensitive information.

**Group ‘B’**

**Q. No. 2 (Word Limit: 50 Words)**

**Mark: 5 × 4= 20**

- a) Difference between Switch and Hub.
- b) Advantage and disadvantage of twisted pair cable.
- c) What is modulation? What are its types?
- d) Notes on ARP and RARP.

**Group ‘C’**

**Q. No. 3 (Word Limit: 200 Words)**

**Mark: 10 × 4= 40**

- a) Explain the Advantage and disadvantage of Computer Networking.
- b) What is Network topology? What are its types explain with diagram.
- c) Difference between Guided and Unguided Media.
- d) What is multiplexing? Explain FDM and TDM.

**Group ‘D’**

**Q. No. 4 (Word Limit: 250 Words)**

**Mark: 15 × 2= 30**

- a) What is network? What are the different internetworking device available for Networking explain it with its advantage and disadvantages
- b) What is OSI Model? What are the different layer in OSI Model explain.

# **ASSIGNMENTS**

## **(PRACTICAL)**

# **ASSIGNMENTS**

## **Computer Fundamentals Lab (CSPL-40)**

**(Practical)**

**Full Mark – 100**

*Answer Any Five (each question carries 20 marks)*

1. Write down the steps to create a folder in Windows 7.
2. Write down the steps to hide and unhide a file in Windows 7.
3. Write down the steps to copy a file from one folder to another folder in Windows 7.
4. Write down the steps of installing Windows 7.
5. Write down the commands and steps to delete a directory in UNIX Operating System.
6. Write down the commands and steps to make a file read only in UNIX Operating System.
7. Write down the steps to convert Hexadecimal number to Octal number with an example.

# **ASSIGNMENTS**

## **Office Automation Lab (CSPL-41)**

**(Practical)**

**Full Mark – 100**

*Answer Any Five (each question carries 20 marks)*

**Write down the steps to:**

1. Create a Hyperlink word “**RESUME**” in MSWord linked to a pages containing your resume details.
2. Create a Power point presentation consisting of 5 slides on GLOBAL WARMING using animations.
3. Create a worksheet containing student name, age, marks in physics, chemistry, Mathematics, computer science and create a column chart relating to name, marks scored in four subjects.
4. Sort the above worksheet on student name.
5. Show an example of V-LOOKUP?
6. Show an example of Pivot Table?
7. Insert Header and Footer in a MS Word file.



# ASSIGNMENTS

## Data Communication & Networking Lab (CSPL-11)

**(Practical)**

**Full Mark – 100**

*Answer Any Five (each question carries 20 marks)*

1. Explain how to convert Analog signal to Digital Signal with an example.
2. Differentiate Star and Ring topology with diagram.
3. What are the needs of Network Security?
4. Write down the steps to set Firewalls in Windows Operating System.
5. Write the steps to Assigning IP address to the PC and Connect to the computer.
6. Write the steps how to connect a network printer in Windows.
7. What are the different error detection methods in Data Link Layer?