



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
CSPL- 40, 41 & 11

(Theory & Practical)

SESSION: 2019-20

**POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)
ADVANCE DIPLOMA IN COMPUTER APPLICATIONS (ADCA)
(1st semester)**

SUBMISSION DATES FOR ASSIGNMENTS

JUNE 2020 Examination			
Sl.No.	CODE	COURSE TITLE	DATE OF SUBMISSION
1	CSP-40	Computer Fundamentals	Sunday, 24 th May 2020
2	CSP-41	Office Automation	Sunday, 24 th May 2020
3	CSP-11	Data Communication & Networking	Sunday, 24 th May 2020
PRACTICALS			
4	CSPL-40	Computer Fundamentals Lab	Sunday, 24 th May 2020
5	CSPL-41	Office Automation Lab	Sunday, 24 th May 2020
6	CSPL-11	Data Communication & Networking Lab	Sunday, 24 th May 2020

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:.....

COURSE CODE.....**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

Computer Fundamentals (CSP-40)

(Theory)

Full Mark – 100

GROUP- 'A'

Q. No. 1 Answer all the questions, each in one word

Marks: 1 × 10= 10

- a) Who is known as the father of the computer?
- b) What is the processing unit in the 2nd generation of computer?
- c) Write the full form of BIOS.
- d) Write the types of the computer on the basis of Size and Capacity.
- e) What is the PCI?
- f) What is the booting process?
- g) Find the binary equivalent of $(345)_8$?
- h) Define the embedded operating system.
- i) List some common secondary storage devices?
- j) Write the full form of RHEL?

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)

Marks:5 X 4 = 20

- a) How to convert Hexadecimal to Octal? Give an Example.
- b) Discuss the classification of computers.
- c) Write 10 basic Linux commands used in terminal mode.
- d) Define the memory unit hierarchy from bit to PB.

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words) Marks: 10 X 4 = 40

- a) What is Number System and its Types? Write down the steps along with an example to convert a fractional Octal number to decimal number.
- b) What are the components of the South Bridge?
- c) What are the applications of Computer System?
- d) What is Port? What are the different types of USB ports used?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)

Marks: 15 X 2 = 30

- a) Explain briefly the classification of Operating System.
- b) Explain the directory structure of Linux operating system.

ASSIGNMENTS

Office Automation (word, Excel, PowerPoint) (CSP-41)

(Theory)

Full Mark – 100

GROUP- 'A'

Q. No. 1 Answer all the questions, each in one word

Marks: 1 × 10 = 10

- a) What is the maximum and minimum width of a column in MS Excel?
- b) In which tab Headers and Footers are visible?
- c) Which file format can be added in a PowerPoint Presentation.
- d) To apply centre alignment to a paragraph we can press (shortcut key).
- e) Define the shortcut key for subscript & superscript.
- f) What is the intersection of a column and a row on a worksheet called?
- g) Which function key is used for spell check.
- h) Write the shortcut key to find & replace?
- i) Define clip art.
- j) Define a workbook.
- k) Where the title bar is located in MS word documents?

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)

Marks: 5 X 4 = 20

- a) How to add a screenshot to a slide?
- b) Explain the header and footer.
- c) Write the use of Page Orientation in MS Word?
- d) How to protect a workbook?

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) What is a ribbon and what are its components?
- b) What is formatting a cell in a worksheet?
- c) Define the given terms: Pivot table, V-Lookup, and H-Lookup of MS Excel.
- d) What is View in PowerPoint? Explain different types of views available in PowerPoint.

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)

Marks: 15 X 2 = 30

- a) Describe the Page Layout menu in MS Word.
- b) Write the steps for the following operation
 - i) Change format background in a slide.
 - ii) Upload an image stored in the computer in a slide.
 - iii) Rearrange multiple slides.
 - iv) Apply border and shading in an Excel sheet
 - v) Apply merging/splitting of cells in an excel table.
 - vi) Apply sorting of multiple columns in the Excel Sheet.
 - vii) Apply various arithmetic and logical formulas in an Excel Sheet.

ASSIGNMENTS

Data Communication & Networking (CSP-11)

(Theory)

Full Mark – 100

GROUP- 'A'

Q. No. 1 Answer all the questions, each in one word

Marks: 1 × 10 = 10

- a) A Computer network permits sharing of _____.
- b) Computer communication signal which is in the form of continuous-wave is called _____.
- c) Write down two Web Browsers name?
- d) What does LAN stand for?
- e) List different switching techniques?
- f) Unguided communication media is _____.
- g) In computer, converting a digital signal into an analog signal is called _____.
- h) DHCP Stands for _____.
- i) Check Sum is used for _____.
- j) ARP Stands for _____.

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words)

Marks: 5 X 4 = 20

- a) Differentiate between Circuit Switching and Packet Switching?
- b) Discuss different types of unguided media?
- c) Define Briefly about IP and its protocols.
- d) Differentiate between Synchronous and Asynchronous Transmission.

Group 'C'

Q. No 3. Medium answer-type Questions (Word Limit: 200 Words)

Marks: 10 X 4 = 40

- a) What is Multiplexing? Explain different types of Multiplexing.
- b) Define Sampling and Quantization.
- c) What is a Router? What are its functions?
- d) Classify the different line coding scheme with example?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words)

Marks: 15 X 2 = 30

- a) Explain with diagram different types of Topology in Networking.
- b) Explain briefly the layers of the OSI Reference Model.

ASSIGNMENTS

(PRACTICAL)

ASSIGNMENTS

Computer Fundamentals Lab (CSPL-40)

(Practical)

Full Mark – 100

Answer All the Questions (each question carries 20 marks)

1. Write down the steps to create a folder and hide and unhide a file in Windows and Linux.
2. Write down the steps to copy a file from one folder to another folder in Windows and Linux.
3. Write down the steps to install Kali Linux.
4. Write down the commands and steps to delete a directory in Windows and Linux.
5. Explain about 20 different commands in Linux and its use.

ASSIGNMENTS

Office Automation Lab (CSPL-41)

(Practical)

Full Mark – 100

Answer All the Questions (each question carries 20 marks)

1. Write and 10 MS excel formula and write its use with an example.
2. Show an example of H-LOOKUP?
3. Show an example of a Pivot Table?
4. Write the use of Table of Contents, Add Text and Update Table.
5. Create a Hyperlink word **BIODATA** in MSWord linked to a page containing your resume details.

ASSIGNMENTS

Data Communication and Networking Lab (CSPL-11)

(Practical)

Full Mark – 100

Answer All the Questions (each question carries 20 marks)

1. Explain how to perform sampling and quantization in networking.
2. Write the steps to Assigning an IP address to the PC and connect to the internet.
3. Write down the steps to set firewalls in Windows Operating System.
4. Write the steps on how to connect a network printer in Windows.
5. Describe the functions of the TCP/IP suite.