



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: 2019-20

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**July Session**

Sl. No.	Course Code	Name of the Course	Last Date of Submission	Day (As per Calendar)
Theory				
1	CSP-40	Computer Fundamentals	20th October 2019	Sunday
2	CSP-41	Office Automation	20th October 2019	Sunday
3	CSP-11	Data Communication & Networking	20th October 2019	Sunday
Practical				
4	CSPL-40	Computer Fundamentals Lab	20th October 2019	Sunday
5	CSPL-41	Office Automation Lab	20th October 2019	Sunday
6	CSPL-11	Data Communication & Networking Lab	20th October 2019	Sunday

ASSIGNMENTS

Computer Fundamentals (CSP-40)

(Theory)

Full Mark – 100

GROUP- 'A'

Q. No. 1 Answer all the questions, each within one word or one sentence **Marks: 1 × 10 = 10**

- a) Who is Father of Computers?
- b) Write the basic functions of Computer.
- c) 1 TB = ? MB
- d) Write the types of computer on the basis of Size and Capacity.
- e) What does USB Stand for?
- f) Write the types of users in Linux.
- g) Define Drive.
- h) What does CMOS stand for?
- i) $(111001)_2 = (?)_{10}$
- j) What is a VGA card?

Group 'B'

Q. No 2. Short answer-type Questions (Word Limit: 100 Words) **Marks: 5 X 4 = 20**

- a) What is a chipset?
- b) What is CMOS?
- c) Write 10 basic Linux commands used in terminal mode.
- d) Explain different types of users in LINUX operating system.

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 decimal number to hexadecimal number.
- b) What are the components of the North Bridge?
- c) What is an Operating System? What are the functions of Operating System?
- d) What is Port? What are the different types of ports?

Group 'D'

Q. No 4. Long answer-type Questions (Word Limit: 300 Words) **Marks: 15 X 2 = 30**

- a) Explain briefly the components of Computer.
- 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 within one word or one sentence **Marks: 1 × 10 = 10**

- a) In which tab Headers and Footers are visible?
- b) The process of removing unwanted part of an image is called.
- c) To apply center alignment to a paragraph we can press (shortcut key).
- d) A number of letters that appears little above the normal text is called.
- e) What is the intersection of a column and a row on a worksheet called?
- f) The ____ feature of MS Excel quickly completes a series of data.
- g) How to begin a Function in MS Excel?
- h) Define clip art.
- i) Define cell in a spreadsheet.
- j) 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 header and footer.
- c) Write the use of File tab or File menu in MS Word?
- d) What is PowerPoint and its uses?

Group 'C'

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

- a) What is a side bar and why it is used in MS Power point?
- 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 tabs used in MS PowerPoint.
- b) Write the steps for the following operation
Create a student table and do the following:
 - i) Insert new row and fill data
 - ii) Delete any existing row
 - iii) Resize rows and columns
 - iv) Apply border and shading
 - v) Apply merging/splitting of cells
 - vi) Apply sort
 - vii) Apply various arithmetic and logical formulas.

ASSIGNMENTS

Data Communication & Networking (CSP-11) (Theory)

Full Mark – 100**GROUP- 'A'****Q. No. 1 Answer all the questions, each within one word or one sentence Marks: 1 × 10 = 10**

- a) What is difference between full duplex and half duplex?
- b) Small computer networks that are confined to a localized area is known as _____
- c) _____ network is a one-cable topology in which all workstations are connected to a single cable that is terminated at each end.
- d) The process of converting analog data to analog signal is known as _____
- e) Name the different layer of OSI reference Model.
- f) Write down two uses of Router?
- g) What is TCP/IP?
- h) In which layer routing takes place?
- i) What is firewall?
- j) URL 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) Differentiate between guided media and unguided media?
- c) Differentiate between TCP and UDP?
- d) Differentiate between Analog Signal and Digital Signal.

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

- a) What is Modulation? Explain different types of Modulation.
- b) Differentiate between LAN, MAN and WAN.
- c) What is Repeater? What are its functions?
- d) Classify the different line coding scheme?

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 OSI Reference Model.

ASSIGNMENTS

Computer Fundamentals Lab (CSPL-40)

(Practical)

Full Mark – 25

Answer All the Questions (each question carries 05 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 command in Linux and its use.

ASSIGNMENTS

Office Automation Lab (CSPL-41) (Practical)

Full Mark – 25

Answer All the Questions (each question carries 05 marks)

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

ASSIGNMENTS

Data Communication and Networking Lab (CSPL-11)

(Practical)

1. Full Mark – 25

Answer All the Questions (each question carries 05 marks)

1. Explain about different physical equipment's used for networking.
2. Write the steps to Assigning IP address to the PC and Connect to the internet.
3. Explain about different internetworking devices in a computer network.
4. Write the steps how to connect a network printer in Windows.
5. Describe OSI Reference Model with diagram.