ASSIGNMENT
PGDCA I/ DCA I
COMPUTER FUNDAMENTAL AND M. S. OFFICE

UNIT 1

1. What is computer explain different types of computer?
2. Explain the different types of computer generations?
3. What is the difference between hardware and software define?
4. Define the advantages and disadvantages of computer?
5. What is number system? Define different types of number system with example?

UNIT 2

1. What are input devices?
2. Write short notes on:
   A. Electronic pain   B. scanner   C. BCR   D. ECR
3. What are output devices?
4. Write short notes on:
   A. Printer   B. Projector   C. Plotter
5. What is memory? Define its type?

UNIT 3

1. What is MS Word?
2. What is mail merge? Write its steps and uses?
3. How to create and formatting a table in MS Word write its steps with example?
4. How to page setup in MS Word write its steps with example?
5. How to convert word file to different file format?

UNIT 4

1. What is spreadsheet? Define its application?
2. Create a mark sheet table in excel? Write the formula for calculating total, percent, result and division?
3. Write the steps for formatting spreadsheet?
4. Explain any ten functions with example in MS Excel?
5. Create a sales table with graph? How to print it?

UNIT 5

1. What is PowerPoint? Write the steps for creating Power Point Presentation?
2. How to insert animation and transition effect in PowerPoint Presentation? Write its steps?
3. How to add audio video in PowerPoint Presentation?
4. Write the steps for formatting Presentation?
5. How to create chart with animation in PowerPoint Presentation?