

पं. सुन्दरलाल शर्मा (मुक्त) विश्वविद्यालय छत्तीसगढ़, बिलासपुर
सत्रीय कार्य (Assignment Work) सत्र 2011-12

D.C.A.

Paper - I

PC Packages

पूर्णांक : 30

न्यूनतम उत्तीर्णांक : 10

Note- 1. Attempt one Question from each Unit. 2. All Questions carry equal marks.

Unit - I

Que.1 Write a short notes on (Any Six). 6 Marks
(i) Calculator (ii) Recycle bin (iii) Paint. (iv) CD Player
(v) Desktop taskbar (vi) Scanner (vii) Phone dialer. OR

What is window? Explain its Concept, Features and structure.

Unit - II

Que.2 Describe word processing in brief? Write down the steps to perform following operations:- 6 Marks
(a) To insert and delete table. (b) To Creating a column.(c) Paragraph formatting.

What are the different types of formatting Option available in word processing? OR

Unit - III

Que.3 How to perform the following steps on MS-Word? Write down the detailed Step. 6 Marks
(a) How to manage the mail merge in MS-Word. (b) Find and Replace.(c) How to convert Doc file into HTML file. (d) Using Auto correct. (e) Auto complete and Auto text. OR

Write short notes on (any six). (i) Checking the grammar and Spelling. (ii) HTML. (iii) Table insert and modification. (iv) Word count. (v) Handling Graphics. (vi) Word perfect. (vii) Mailing tables wizards and Templates.

Unit - IV

Que.4 What is MS-Excel? Describe different formats of cell. How it is useful in office function?. 6 Marks OR

How to perform the following step on MS-Excel? Write down the detailed step.
(a) Auto format (b) Changing alignment. (c) Column width. (d) Data format. (e) Currency sign.

Unit - V

Que.5 **Write a short notes on (Any six).**
(1) Data base (2) Date and Time. (3) Headers and footers. (4) Page Setting. (5) Logical functions. (6) Page break (7) Various charts type.

Describe various types of Graphs and Charts. OR

आवश्यक निर्देश:-

- सत्रीय कार्य के प्रश्न का उत्तर 30 दिन के अंदर अध्ययन केन्द्र में जमा करना अनिवार्य है।
- छात्रगण पावती आवश्यक रूप से प्राप्त करें।

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Paper - II

Fundamental of Computer and Information Tech-
पूर्णांक : 30 nology न्यूनतम उत्तीर्णांक : 10

Note - 1. Attempt all Questions.
2. All Questions Carry equal Marks

Que. 1 What is Computer? Explain the various Component of Computer System in details. 6 Marks

Que. 2 What is Printer? Explain various impact and non-impact printer. 6 Marks

Que. 3 Why we use number System in Computer system? Explain BCD, EBCDIC and ASCII Coding. 6 Marks

Que. 4 What is Virus? Explain various types of Virus and Explain virus detection and Prevention techniques. 6 Marks

Que. 5 What is DOS? Explain the Internal and External Commands of DOS. 6 Marks

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Paper – III

GUI Programming in Visual Basic

पूर्णांक : 30

न्यूनतम उत्तीर्णांक : 10

Note - 1. Attempt Any five Questions.
2. All Questions Carry equal Marks

Que. 1 Write a program in VB for attach scroll bar in form. 6 Marks

Que. 2 Write a VB Program for image Handling in form. How we can show & Hide? 6 Marks

Que. 3 Explain the steps of connectivity with database. 6 Marks

Que. 4 What is Dynamic Array? Explain with suitable program. 6 Marks

Que. 5 Write a VB Program for display "DCA-PVB" in 50 times by Using for-loop. 6 Marks

Que. 6 Describe the types of Errors? How we can Handle Errors. 6 Marks

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Paper – IV

RDBMS Programming in FoxPro

पूर्णांक : 30

न्यूनतम उत्तीर्णांक : 10

Note - 1. Attempt all Questions.
2. All Questions Carry equal Marks

Que. 1 What is FoxPro?. Explain the various data types Variable in FoxPro. 6 Marks

Que. 2 Write down the short Notes on the following:- 6 Marks
(i) Indexing Vs Sorting.
(ii) Find Vs SEEK.
(iii) Rushmore Technology.

Que. 3 What is Memory Variable and explain mathematical functions and command with example? 6 Marks

Que. 4 What is debugging in FoxPro? Explain various debugging Techniques and Commands available in Foxpro? 6 Marks

Que. 5 Write short notes on the following - 6 Marks
(i) Defining function key.
(ii) Set relation to.
(iii) @-GET.
(iv) @-EDIT.
(v) @-SAY-GET-READ.

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Paper - V

Desk Top Publishing

पूर्णांक : 30

न्यूनतम उत्तीर्णांक : 10

Note - 1. Attempt all Questions.

2. All Questions Carry equal Marks

Que. 1 What is the use of DTP in Publication and News paper printing. Define Various DTP Softwares? 6 Marks

Que. 2 Explain different Page layouts and menus of Page maker and explain why page maker is popular in Publication? 6 Marks

Que. 3 Explain following:- 6 Marks
(i) Text Wrapping.
(ii) Placing Text.
(iii) Drop Cap's.
(iv) Control palette.

Que. 4 What do you mean by linking plugging and OLE E-embedding? 6 Marks

Que. 5 Write down the various features of MS-Power point explain Slide Transition and Custom Animation? 6 Marks

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Paper - VI

Internet and Web Page designing

पूर्णांक : 30

न्यूनतम उत्तीर्णांक : 10

Note - 1. Attempt one Question from each Unit.

2. All Questions carry equal marks.

Unit - I

Que.1 What do you understand by E-mail? Explain E-mail protocols of free E-mail services in brief? 6 Marks

OR

Que.2 Define the term Internet? Describe some general uses of Internet of Internet Protocols in brief?.

Unit - II

Que.3 Explain client/server architecture and it's Characteristics. 6 Marks

OR

Que.4 What is Telnet? Explain some common uses of telnet service & Remote logging protocols?

Unit - III

Que.5 What do you mean by browser? Write it's functions in detail? Write the name of 5 popular web browsers? 6 Marks

OR

Que.6 Explain the following:-
(i) Search engines (ii) HTTP (iii) URLS (iv) Web Protocols.

Unit - IV

Que.7 What is FTP? Write it's Characteristics. Explain about the FTP software for upload web site. 6 Marks

OR

Que.8 What do you understand by HTML? Explain different issues in web site creations and maintenance?

Unit - V

Que.9 Describe HTML elements? Explain HTML forms and their uses. 6 Marks

OR

Que.10. Explain different HTML Tages and write HTML code to design a webpage for user input as your name, address, phone no, date of birth etc. 6 Marks

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