

Government Degree College Ganderbal

Assignment for

4TH SEMESTER

FRESH PRIVATE Batch 2018

Course : Computer Applications(Skill Enhancement Course (SEC))

dt: 25/06/2020

Marks: 60

Some Important Instructions

Before writing and preparing your assignments, candidates are required to read the instructions given below carefully. It is mandatory for candidates to strictly adhere to every point so that your assignments will be approved for evaluation without any issue.

- 1) Students are required to write down their Roll No, Name, Registration No, Semester and page numbering, on top of each page.
- 2) The assignments must be hand written on A4 size ruled paper with not more than 10 pages.
- 3) Students are required to convert their hand written assignment into a single pdf file by using a user friendly cam scanner app.
- 4) Students are required to scan your hand written assignments clearly, so that the submitted assignments are readable for concerned evaluator
- 5) Students are required to join and submit their scanned copy of assignment through Google class code:**nepb56**
- 6) Do not waste your precious time by simply copying from other students, instead you must use your IQ to prepare your assignments for best results
- 7) Students are advised to keep a hard copy of their assignments with them
- 8) The last date for the submission of assignments is 28/06/20.
- 9) Students must put their signatures on top of each page.
- 10) The first page of assignment must only contain the following information
 - i) Name of candidate.....
 - ii) RollNo.....
 - iii) Batch.....
 - iv) Category:Fresh/Backlog.....
 - v) Regn.No:.....
 - vi) Subject.....
 - vii) Semester.....
 - viii) ContactNo.....
 - ix) Emailaddress.....
 - x) Date of Submission.....
 - xi) Signature of Candidate.....
- 11) Last but not least students must cross check whether they have followed all the points

given in the instructions carefully before the submitting their assignments.

Assignment Paper for Fresh Private 4th semester batch 2018

Subject: Skill Enhancement Course (SEC) Max. Marks: 60

Note: Attempt any two (02) questions and each question carries equal marks.

Q1 (i) What do you mean by Operating System and what are the functions of Operating System?

(ii) What are the different types Operating Systems?

(iii) What do you mean by Network and Explain different type of network?

Q2 (i) What is internet and what are its Applications?

(ii) What do we mean by Office Package and what are the components of Office Package?

(iii) Write the steps to create a document in word and inserting a table and picture inside it?

- Q3 (i) What do you mean by Spreadsheets and write the steps to create a spread sheet?
(ii) Write the steps to formulate a table and insert the mathematical formula of average and total?
(iii) What do mean by VLOOKUP and what are its benefits?
- Q4 (i) What do you mean by Databases? Explain relational database?
(ii) What is the procedure to move the data from files and records?
(iii)What is the procedure to use “Go” to update the records?