COMPUTER SKILLS COURSE (BSSI-012)

Diploma in Modern Office Practice Programme

(DMOP)

ASSIGNMENT BOOKLET

(For January 2021 and July 2021 sessions)

School of Vocational Education and Training

Indira Gandhi National Open University

Maidan Garhi, New Delhi-110 068

Dear Student,

This booklet contains the assignments for all the Courses of DMOP. Before attempting the assignments, please carefully read the instructions given below. Each course has one assignment, which is based on course materials of these courses. **You are also required to write your responses in your own words and hand-writing only and no typed or printed assignments will be accepted**. Further, you may note that in case your assignment response(s) happens to be a **copy** of assignment response sheet submitted by another student, **your assignment may be summarily rejected and/or your marks may be made null and void**. Therefore, you are strongly advised not to allow any other student to copy it. The last date of submission of assignment is given against each assignment. You are advised not to wait for the last date to submit your assignments. Therefore, you may note that the **assignment answer sheets received after the due date will be summarily rejected** and no communication will be entertained in this regard.

You have to submit/send your assignment answer sheets to the Coordinator/ Programme In-charge of your Study Centre/ Programme Centre, as the case may be so as to reach there on or before the due date. In case there is no Study Centre, **assignments to be either scanned & submitted to the Programme Coordinator at SOVET, Block-15 E, (FF), New Academic Building, IGNOU, Maidan Garhi, and New Delhi-110068 or email at dmopsovet@ignou.ac.in**

Instructions for Formatting Your Assignments

- On the top of the first page of your Tutor Marked Assignment (TMA) answer sheet, please write the details exactly in the following format :

  Enrollment No:_____   Date:_____

  Course Code:_____Course Title: _____

  Name:_____Address & Mobile: _____

  Signature: _____

- Please follow the above format strictly to facilitate evaluation and avoid delay.
- Use only foolscap size writing paper/A4 size (not of very thin variety) for writing your answers.
- Leave 3 cm margin on the left, top and bottom of your answer sheet.
- Your answer should be precise and to the point. While solving problems, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
- The sheets need to be scanned & submitted only to the Programme Coordinators

Answer sheet received after the due date shall not be accepted. We strongly feel that you should retain a copy of your assignment answer sheet duly acknowledged by the office of the Coordinator/ Programme In-charge of your Study Centre/ Programme Study Centre to avoid any unforeseen situation.

Wishing you all good luck!

TUTOR MARKED ASSIGNMENT (TMA)

COMPUTER SKILLS COURSE (BSSI-012)

Maximum Marks: 100   **Assignment Code: BSSI012/TMA2021**
Weight age: 30%

Note: This assignment covers Course BSSI -012. Attempt questions as per instructions provided. Marks assigned to the questions have been shown in the bracket.

Attempt any 10 questions. All questions carry equal marks. (10 x 10)

1. Draw the block diagram of a computer system and briefly explain the function of each of the main components.
2. Write down different types of Printers being used frequently in Offices. Which printer use liquid ink? Which printer is capable of taking duplicate of printout through carbon paper between papers?
3. How to insert sound into a Word document?
4. Write down main functions of the Operating System. Write down the advantages and disadvantages of Batch Operating System.
5. How to Freeze Panes in MS-Excel?
6. Compare and contrast any two of the following:
   (a) Social networking and Blogging
   (b) Macro and Functions in the context of spreadsheets.
   (c) Compiler and Interpreter
   (d) Mouse and Graphics tablet
   (e) CD-ROM versus USB Drive
7. What is an open source software? Give examples. What are the advantages and Dis advantages of using open source software?
8. Convert the following decimal numbers to binary number and hexadecimal number :
   (i) 57 (ii) 0.215
9. What are the characteristics and advantages of a Local Area Network? Explain any one LAN topology with the help of a diagram.
10. IGNOU needs to send a letter to each student of the BCS-011 course, informing them of the location of their examination center. The major portion of the text is the same for each student, but the roll number, name of the student and examination center location are different. These details are available in a data file for each student (one file with all the data). What are the steps you would follow to make a personalised letter in Microsoft Word for each student so that each one feels the letter has been drafted for him or her alone?
11. Mention how you can create a simple query in Access 2013?
12. How do you make a PowerPoint presentation into a video?