

## **Instructions for Assignment C.C.A**

For this Academic session (2019-20) the internal assessment would be based on the assignment not the Internal Tests. So the students are requested to submit the assignments via Email. In case of any query please contact on following numbers: 81460-66122 (Dr. Dilraj Singh) OR 98153-59109(Dr. Vishal Singh).

**For submitting the assignments please follow the instructions below:**

1. There should be **ONE FILE ONLY PER STUDENT** which shall include the assignments for all the subjects.
2. The students can prepare the assignment using MS-Word, if not possible they can prepare written file and then send that as a scanned PDF file. For preparing the scanned PDF file students can make use of ADOBE SCAN or CAM SCANNER free software available in Google Play store.
- 3. Students should attempt 2 questions for each subject.**
4. The assignment is to be sent as an email attachment to the following email id. **The subject of the Email should be the Name and Roll No** of the Students.

**ccaint2020@gmail.com**

5. Please add the below title for the Assignment at the beginning:

<b>DEPARTMENT OF DISTANCE EDUCATION</b>		
<b>PUNJABI UNIVERSITY, PATIALA</b>		
Assignment for Internal Assessment		
Class: <b>C.C.A.</b>	Session: 2019-2020	Roll No. _____
Student's Name: _____		
Father's Name: _____		
Address:		
_____		
_____		
_____		
Contact No. _____		
_____		

**CCA-101: INTRODUCTION TO INFORMATION TECHNOLOGY**

1. Draw the block diagram of a computer and discuss its various components in detail.
2. Explain various Input-Output devices in detail.
3. Discuss the role of IT in the following areas:
  - IT in Business and Industry
  - IT in Education & training
  - IT in Science and Technology
  - IT and Entertainment

**CCA-102: MS OFFICE AUTOMATION TOOLS**

1. What do mean by mail merge in MS-Word? Explain with the help of an example.
2. Explain various types of views present in MS-PowerPoint.
3. Discuss various ways of creating tables in MS-Access by giving suitable example.

**CCA-103: COMPUTER COMMUNICATION & INTERNET**

1. What is Internet? Explain various services provided by the Internet.
2. What is Email? What are the advantages and disadvantages of Email? Explain the structure of an E-Mail Message.
3. What is Web browser? Discuss various facilities provided by the web browser.

**CCA-104: SOFTWARE LAB - I (MS Office Automation Tools)**

1. Write the features of MS-Word. What are the various options available for formatting of data in word Document?
2. Discuss the features of MS-Excel. Also write the steps of creating chart in MS-Excel.
3. Write the features of MS-PowerPoint. Write the steps of adding animation and transition effects in PowerPoint slides.

**CCA - 105: SOFTWARE LAB II (Computer Communication & Internet)**

1. What is HTML? Explain the structure of a HTML with the help of an example.
2. What are the various text formatting tags used in HTML? Give example.
3. What do you mean by form in HTML? Discuss various tags used for creating forms in HTML.