

PREPARE A PROJECT REPORTS ON THE FOLLOWING GROUNDS

REQUIREMENTS

- Hand drawing front page with institute name.
- Objectives.
- Acknowledgement.
- Certification.
- Table of Contents
- Conclusion
- Reference Book or Website

Project Work Marks 50

PGDCA 1st Semester Students

Paper 101 Fundamentals of Computers

Answer any 3 from the followings:-

Marks: 5+5+5=15

Q.NO1: Describe the function and use of an operating system (OS) in a computer.

Q.No2: Explain the difference between hardware and software with examples.

Q.NO3: Explain what software applications are and give three examples.

Q.No4: Describe the purpose of a spreadsheet application like Microsoft Excel.

Paper 102 Application Programs

Answer the followings:-

Marks: 5+5+5=15

Q.NO1: What is a spreadsheet in Microsoft Excel, and what are its main components?

Q.NO2: What are the different ways to insert images into a Word document, and how can you format them?

Q.No3: Write the steps of the followings:

- Type the city and state you live in.
- Select the city and state using shortcut key.
- Change the font size to 36 and align center.
- Change the font color and font style.
- Save the document using shortcut key.
- Now close the MS Word using shortcut key.

Paper 103 DBMS SQL

1. Answer the the following

(5x2=10)

a. What is a primary key in SQL? Why is it important to define a primary key in a table?

b. Describe the INSERT INTO statement in SQL. Provide an example of inserting a new record into a table.
