

ALAGAPPA UNIVERSTIY STUDY CENTRE TUTICORIN

1ST SEM ASSIGNMENT QUESTION

INTERNAL MARK: 25 / PER SUBJECT

DIPLOMA IN COMPUTER APPLICATION (DCA)

51711 PRINCIPLES OF INFORMATION TECHNOLOGY

1. Definition of computer and system
2. Types of computers ?
3. The five types of Applications software ?
4. Definition Computer Networks - Types of Networks ?
5. Domain Name System(DNS) – Explain

51712 OPEN SOURCE SOFTWARE

1. Introduction to Open sources
2. Explain – My SQL and Web
3. Explain about Sending and Receiving E-Mails?
4. Explain About Record Selection Technology
5. Explain about Process Creating and steps involved in it

51713 OFFICE AUTOMATION

1. Modifying the Page Header and Footer ?
2. Create and run a macro in MS Excel 2010 ?
3. Apply find command to search for a text in a sheet
4. Formatting Axes and Gridlines within Charts and Graphs
5. Shortcuts and Tips for MS PowerPoint

51714 OFFICE AUTOMATION LAB

1. Exercises based on MS-Excel - Using Graphs and charts
2. Exercises based on MS Access - Table manipulation Creating, altering and drop tables