S.S.JainSubodhPG(Autonomous)College,Jaipur

B.Com. /B.Com.ABST/ B.Com.Bus. Adm./B.Com. EAFM/BBA

I Semester Oct. 2025

Skill Enhancement Course (SEC)
Subject:ComputerFundamentals
Assignment

Note-Assignmentconsistsof8questions.Studentsarerequiredtoattempt4Questions.

UnitI

1. WhatisComputer?Explain generations of computer.
2. DefineMemory.Explain different types of memory.

UnitII

1. Explain different features of MS Word? How do create a Table in MS Word.

2. Write short note on-
   a) Header
   b) Footer
   c) Clipart
   d) Printing a document

UnitIII

1. WhatareformulasandfunctionsinMSExcel?Explainwithexamples.

2. Explain the following:
   a. Working with single & Multiple Workbooks.
   b. Applying graphs & charts to an Excel Workbook.

UnitIV

1. What do you understand by a PowerPoint Presentation? Explain its features

2. What is animation and transition in Power Point?Explain.