

**S. S. Jain Subodh PG (Autonomous) College, Jaipur**  
**B.Sc./B.A./B.Com./Hons- III Semester Oct. 2025**  
**Subject: Elementary Computer Applications**  
**Assignment**

**Note-** Assignment consists of 8 questions. Students are required to attempt any 4 Questions.

**Unit I**

1. What is system software? How is it different from application software? Give one example of each.
2. Define LAN and WAN. How are they different in terms of range and usage?

**Unit II**

1. List and explain any five important DOS commands with their uses.  
(Example: DIR, COPY, DEL, FORMAT, etc.)
2. Explain how to manage files and folders using Windows Explorer in Windows 98. Also, write steps to find a file using the search option.

**Unit III**

1. What are formulas and functions in MS Excel? Explain with examples. Also, describe how to create a chart based on spreadsheet data.
2. What is a database in MS Access? Explain how to create a table, enter data, and sort records. Also, briefly describe how to generate a simple report.

**Unit IV**

1. List and explain any five key features or services of the Internet (e.g., E-mail, FTP, WWW, Chat, Online Services).
2. What is e-commerce? Mention any three advantages of using e-commerce.