

S.S Jain Subodh P.G. (Autonomous) College

Skill Enhancement Course

B.Com./ Specialization/ BBA- Sem- I
B.A./B.Sc./ Specialization- Sem- III

Assignment

Attempt one questions from each unit.

Unit- 1

Ques. 1- Explain the different generations of computers and mention the major technology used in each generation.

Ques. 2- Differentiate between hardware and software. Also explain system software, application software, and utility software with examples.

Unit- 2

Ques.1- Explain how to insert and work with **Shapes, Pictures, WordArt, SmartArt, and Text Boxes** in MS Word

Ques. 2- What is word processing? Explain the basic features of a word processing application.

Unit-3

Ques.1- Explain how to format an Excel workbook. Describe different formatting options used in worksheets.

Ques.2-. Explain how calculations are performed in Excel using **functions and formulas**. Give suitable examples.

Unit-4

Ques.1- What is Microsoft PowerPoint? Explain the steps for creating a new presentation and applying a theme.

Ques.2-. What are hyperlinks and action buttons? Explain their uses in a PowerPoint presentation.