
 <div><b>SURESH GYAN VIHAR</b> <b>UNIVERSITY</b> Accredited by NAAC with 'A' Grade</div>		<b>INTERNAL ASSIGNMENT - 1</b>	
<b>Course:</b> <b>BCA</b>		<b>MODERN OPERATING ENVIRONMENT &amp; M.S.</b>  <b>OFFICE</b>	
<b>Year:</b> <b>I</b>			
<b>Specialization:</b> <b>NA</b>	<b>Total Marks:</b> <b>100</b>		

**Q. Write answers for questions below. (20 marks each – Word limit – 500)**

- A. Explain Features of MS-Office. Write MS-Word, MS-Excel, MS-Powerpoint and MS-Access.**
- B. Explain different kinds of computers based on configuration and facilitations.**
- C. What is understood by Memory? Differentiate between Primary Memory and Secondary Memory. Write full-form of : PROM, EPROM, ROM, EEPROM**
- D. List out different Secondary storage devices and mention in short details about one device.**
- E. Write note on Optical Storage devices. How it is different from Magnetic Memory.**

 <div><b>SURESH GYAN VIHAR</b> <b>UNIVERSITY</b> Accredited by NAAC with 'A' Grade</div>		<b>INTERNAL ASSIGNMENT - 2</b>	
<b>Course: BCA</b>		<b>MODERN OPERATING ENVIRONMENT &amp; M.S.</b>  <b>OFFICE</b>	
<b>Year: I</b>			
<b>Specialization: NA</b>	<b>Total Marks: 100</b>		

**Q. Write answers for questions below. (20 marks each – Word limit – 500)**

- A. What is a Software? Explain different kinds of Software. Compare Software with Hardware.**
- B. What is DOS? Explain Advantages and disadvantages of DOS. Compare DOS with Windows OS.**
- C. What is Windows? Explain Advantages and disadvantages of Windows. Also explain Folder, File, an Icon, a Taskbar, and a Start Menu.**
- D. What is a Computer Network. Explain communication modes with respect to Analog and Digital signals.**
- E. Explain the Fibre Optic Cable in Network. Explain advantages and disadvantages of Fibre Optic Cable.**