

**Assignment Work
Part I
Session: July 2025-26****Max Marks – 15****Min Marks-6**

Name of Programme	BCA
Programme Code	
Name of Course	IT Skill
Course Code	ODLSEC 001
Assignment Number	I
Name of Learner	
Enrollment Number	
Mobile Number	
Email ID	
Address	
Submission Mode	☐ LMS ☐ Learner Support Centre
Signature of Student	
Centre	MCDOE

Instruction to Submit Assignment

Instructions to the Student

1. Write your answers in your own words.
2. Mention the question number clearly before each answer.
3. Each assignment carries **15 marks**; attempt **all questions**.
4. Submit the assignment before the **prescribed due date** to avoid penalties.
5. Retain a scanned copy of your submission for reference.

Instruction to Submit Assignment

- All assignments should be completed and submitted at MCODE study centre before the due date.
- All the Assignment should be written by the learners, in some aspects print out of the assignment will also be accepted.
- The date of submission will be provided by the programme coordinator.
- The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. The students need to score minimum marks as per Examination Scheme of particular programme in the assignments of each course in order to clear the continuous evaluation component.
- Without submission of the assignment learners are not allowed to appear in the term end examination.
- Assignments should be brief, precise and in your own words. Please do not copy the answers from the study material.
- You may retain a copy of your assignment response to avoid any unforeseen situation.

- **Evaluator's Remarks:**

• _____

- **Marks Awarded:** _____ / 15 **Evaluator's Signature:** _____

Date: _____

Attempt all questions. All questions carry equal marks.

(5*3=15)

1. Explain the process of creating and saving a document in Word.
2. Explain how to use headers and footers in a document.
3. Explain the concept and importance of spreadsheets in data management.
4. Explain the use of formulas and functions in spreadsheets with examples.
5. What is the role of images and graphics in a presentation? Explain with examples