

**Master of Science in Dietetics and Food Service
Management M.Sc. (DFSM)**

1st Year Assignment

Assignment 6

July 2026 session

(This assignment relates to Course MFN-010 Understanding Computer Applications)



**Indira Gandhi National Open University
SCHOOL OF CONTINUING EDUCATION
Maidan Garhi, New Delhi -110 068**

Masters of Science Degree Programme in Dietetics and Food Service Management M.Sc. (DFSM)

ASSIGNMENT 6

Dear Students,

You will have to do sixteen assignments in all to qualify for a M.Sc. (DFSM) degree. For a 2-credit theory course, you will have to do one assignment and for a 4-6 credit theory course, two assignments. All the assignments are tutor marked and each Tutor Marked Assignment carries 100 marks. The course-wise distribution of assignments is as follows:

Assignment 1 (TMA-1): based on MFN-001 (Units 1-12)

Assignment 2 (TMA-2): based on MFN-002 (Units 1-12)

Assignment 3 (TMA-3): based on MFN-003 (Units 1-14)

Assignment 4 (TMA-4): based on MFN-006 (Units 1-18)

Assignment 5 (TMA-5): based on MFN-008 (Units 1-12)

Assignment 6 (TMA-6): based on MFN-010 (Units 1-12)

INSTRUCTIONS

Before attempting the assignments, please read the following instructions carefully.

- 1) Write your Enrolment Number, Name, Full Address, Signature and Date on the top right-hand corner of the first page of your response sheet.
- 2) Write the Programme Title, Course Code, Title Assignment Code and Name of our Study Centre on the left-hand corner of the first page of your response sheet. Course Code and Assignment Code may be reproduced from the assignment.

The top of the first page of your response sheet should look like this:

Enrolment No.
Name.....
Address
Course Title
Assignment No
Date
Programme Study Centre

All Tutor Marked Assignments are to be submitted at the study centre assigned to you.

- 3) Read the assignments carefully and follow the specific instructions, if any, given on the assignment itself about the subject matter or its presentation.

- 4) Go through the Units on which assignments are based. Make some points regarding the question and then rearrange those points in a logical order and draw up a rough outline of your answer. Make sure that the answer is logical and coherent and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that you have attempted all the main points of the question. Once you are satisfied with your answer, write down the final version neatly and underline the points you wish to emphasize. While solving numerical, use proper format and give working notes wherever necessary.
- 1) Use only full-scale size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
 - 2) *Write the responses in your own hand.* Do not print or type the answers. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
 - 3) Do not copy from the response sheets of other students. If copying is noticed, the assignments of such students will be rejected.
 - 4) Write each assignment separately. All the assignments should not be written in continuity.
 - 5) Write the question number with each answer.
 - 6) The completed assignment should be sent to the Coordinator of the Study Centre allotted to you. Under any circumstances, do not send the tutor marked response sheets to the Student Registration and Evaluation Division at Head Quarters for evaluation.
 - 7) After submitting the assignment at the Study centre get the acknowledgement from the coordinator on the prescribed assignment remittance-cum-acknowledgement card.
 - 8) In case you have requested for a change of Study Centre, you should submit your Tutor marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
 - 9) If you find that there is any factual error in evaluation of your assignments e.g. any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect, you should approach the coordinator of your study centre for correction and transmission of correct score to headquarters.

A Note of Caution

It has been noticed that some students are sending answers to Check Your Progress Exercises to the University for Evaluation. Please do not send them to us. These exercises are given to help in judging your own progress. For this purpose, we have provided the answers to these exercises at the end of each Unit. We have already mentioned this in the Programme Guide. Before dispatching your answer script, please make sure you have taken care of the following points:

- Your enrollment number, name and address have been written correctly.
- The title of the course and assignment number has been written clearly.
- Each assignment on each course has been written on separate sheets and pinned properly.
- All the questions in the assignments have been answered.

Now read the guidelines before answering questions.

GUIDELINES FOR TMA

The Tutor Marked Assignments have two parts.

Section A: Descriptive Questions (80 marks)

In this section, you have to answer eight questions (of 10 marks each). Answer each question in about 250- 300 words.

Section B: Objective Type Questions (OTQ) (20 marks)

This section contains various types of objective questions.

POINTS TO KEEP IN MIND

You will find it useful to keep the following points in mind:

- 1) **Planning:** Read the assignments carefully. Go through the units on which they are based. Make some points regarding each question and then rearrange the same in a logical order.
- 2) **Organization:** Be a little more selective and analytical. Give attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarize your response to the question.

Make sure that your answer:

- a) is logical and coherent
 - b) has clear connections between sentences and paragraphs
 - c) is written correctly giving adequate consideration to your expression, style and presentation
 - d) does not exceed the number of words indicated in the question.
- 3) **Presentation:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underline the points you wish to emphasize.

ASSIGNMENT 6
TMA-6
Understanding Computer Applications

Course Code: MFN-010

Assignment Code: MFN-010/AST-6/TMA/26-27

Last Date of Submission: 15th March 2027

Maximum Marks: 100

This assignment is based on Units 1 -14 of the MFN-010 Course.

Section A - Descriptive Questions

(100 marks)

There are five questions in this part. Answer all questions.

- 1) Create a MS Power point presentation on any topic of your interest, consisting of about 10-12 slides. Also write steps to perform following activities and prepare a CD for presentation and submit along with the assignment. It should involve all the following activities: (20)
 - i. It should have a master slide with a title
 - ii. Insert header and footer in all slides except master
 - iii. Show some data using a chart or graph
 - iv. Include smart art in of the slides
 - v. Insert picture in one of the slides
 - vi. Also, insert a video clip related to the topic at the end of the presentation
- 2) Suppose you are a manager of a school canteen. Create a worksheet using excel maintaining the monthly expenses of the canteen under various heads, for a year. Your assignment should contain the following: (20)
 - i. Make an account of purchases of fruits and vegetables
 - ii. You must find average expense per month
 - iii. Automatically find the month when a minimum amount was spent
 - iv. Create a chart for head wise expenditure per month
 - v. Use formulas to find sum and average
- 3) a) What is software and hardware troubleshooting? Suggest various measures to solve or prevent problems related to computer software and hardware. (10)
b) Explain various advanced functions of MS word. (10)
- 4) a) Illustrate the main parts and functions of a computer. (10)
b) Briefly describe the internet tools and discuss how to use the internet. (10)
- 5) a) What is mail merge? Write down the basic steps involved in Mail Merge? How do you merge the main document and the data file in mail merge? (10)
b) Discuss the commands for applying the following formatting concepts to the document: (10)
 - i) Find and replace
 - ii) Creating columns
 - iii) View magnification
 - iv) Format painter