

**UCCC & SPBCBA & SDHG COLLEGE OF BCA & I.T**

**CLASS: F.Y.B.C.A. (SEM – I)**

**Academic Year 2025-26**

**Subject: (106) SEC-01- Fundamentals of Google Docs**  
**Home Assignment**

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**Assignment 1**

1. Explain the key benefits of using Google Drive to store and manage your files.
2. How can formulas and functions in Google Sheets help analyze data more efficiently? Provide one example.
3. List and explain at least three features in Google Slides that help create engaging presentations.

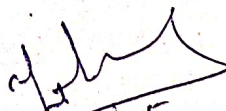
**Assignment 2**

1. How does Google Docs support collaboration among multiple users? Give examples of specific tools.
2. Define Google Form. How can you use Google Forms to create and distribute a quiz? What settings would you adjust for it?
3. Describe how you would share a file from Google Drive with a team member and control their access.

**Instructions:**

- Assignment must be self-handwritten with blue ink ball pen only.
- Write assignments in any note book.
- Assignment must be upload from the Udhna College Application.
- Assignment submission date will be declared soon.

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11/07/25