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| **TAMIL NADU OPEN UNIVERSITY**  **Chennai - 15**  **School of Management Studies**  **PRACTICAL ASSIGNMENT** |

Programme Code No : 155

Programme Name : B.COM Computer Applications

Course Code & Name : BBCA – P1 & LAB I – Office Automation Package

Batch : AY 2019 - 2020

No.of Assignment : 2

Maximum CIA Marks : 25 ( Average of Total No. of Assignments )

**ASSIGNMENT – 1**

Max: 25 marks

**Answer any one of the following question not exceeding 1000 words**

1. Explain the steps involved in preparing the word document with insert picture option.
2. How will you create and insert chart in MS Excel.
3. How do you Prepare a job application letter enclosing your bio-data in MS Word.

**ASSIGNMENT - 2**

Max: 25 marks

**Answer any one of the following question not exceeding 1000 words**

1. How will you create mark sheet in MS Access?
2. How will you insert an Excel chart into a Power Point slide?
3. How do you draw an organization chart with minimum three hierarchical levels in MS Power Point.