



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University, Chennai
School of Continuing Education
Assignment

Programme Name	: Short Term Course in Basic Computer Operations
Course Code	: SPBC-11
Course Name	: Computer Operations and MS Office-Theory
Batch	: CY 2024
Maximum Marks	: 30 Marks

Long Answer Questions

(3 X 10 = 30 Marks)

1. Write the advantages and disadvantages of computers.
2. What is an operating system? Explain the different types of operating system.
3. How to be creating a formula in Excel?

Note: Assignment (Internal): Assignment carries 30 Marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write about 5 pages for assignment. Submission of Assignment is compulsory. The Assignments are to be submitted to the Programme Coordinator, School of Continuing Education, Academic Block, Tamil Nadu Open University, No-577, Anna Salai, Saidapet, Chennai-600015.



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Practical Assignment

Programme Name	: Short Term Course in Basic Computer Operations
Course Code	: SPBC-P1
Course Name	: Computer Operations and MS Office-Practical
Batch	: AY 2023-24
Maximum Marks	: 30 Marks

Practical Assignment Questions

(3 X 10 = 30 Marks)

1. Explain any five input and output devices.
2. How to be adding clipart to documents?
3. Explain the Data formatting.

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