



# TAMIL NADU OPEN UNIVERSITY

Chennai - 15

## School of Management Studies

### ASSIGNMENT

Programme Code No : 162

Programme Name : BBA Computer Applications

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

Batch : The Candidates are admitted before CY 2020

No.of Assignment : 2

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

### ASSIGNMENT – 1

Max: 30 marks

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

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

### ASSIGNMENT - 2

Max: 30 marks

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

1. How will you create mark sheet preparation in MS Access?
2. How will you insert an Excel chart into a power point slide?
3. Draw an organisation chart with minimum three hierarchical levels in MS PowerPoint.