TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

ASSIGNMENT

Programme Code No : 155
Programme Name   : B.COM Computer Applications
Course Code & Name: BBCA – 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.