



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

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Programme Name	: Short Term Course in Basic Computer Operations
Course Code	: SPBC-11
Course Name	: Computer Operations and MS Office-Theory
Batch	: AY-2021- 2022
Maximum Marks	: 30 Marks

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**Long Answer Questions**

(3 X 10 = 30 Marks)

1. Explain about the Components of Computer Systems and also Input and Output Devices of Computer.
2. Describe about Paragraph Formatting and also Controlling Page Layout.
3. Write about Building Slides in MS PowerPoint and also Functions and Creating a chart in MS-Excel.

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**Note: Assignment (Internal):** Assignment carries 30 Marks, consists of three descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write about 3-5 pages in A4 sheet for each question. Submission of Assignment is compulsory.



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**Tamil Nadu Open University, Chennai**  
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**Practical Assignment**

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Programme Name	: Short Term Course in Basic Computer Operations
Course Code	: SPBC-P1
Course Name	: Computer Operations and MS Office-Practical
Batch	: AY-2021- 2022
Maximum Marks	: 30 Marks

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**Practical Assignment Questions**

(3 X 10 = 30 Marks)

1. Create a Word Document and Type 20 lines, insert a table for 5 student's marks with name, subject and marks secured and also format the Page paragraph wise.
2. Create a Spread Sheet and Insert Tables, Diagram and Charts in MS Excel for 10 labours with name, age, wage and working days.
3. Create a Power Point presentation for 10 Slides.

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**Note: Practical Assignment (Internal):** Practical Assignment carries 30 Marks, consists of three questions for each Course (3 X 10 = 30 Marks). Learners are expected to write about 3-5 pages in A4 sheet for each question. Submission of Practical Assignment is compulsory.