



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

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Programme Name	: Short Term Course in Office Automation
Course Code	: SPOA-P1
Course Name	: MS Office-Practical
Batch	: AY-2022- 2023
Maximum Marks	: 30 Marks

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**Assignment Questions**

(3 X 10 = 30 Marks)

1. What is a Keyboard Shortcuts? Write any 10 shortcut keys?.
2. Explain the Editing text documents?
3. Describe the Concept of search engine?

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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.





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**Assignment**

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Programme Name	: Short Term Course in Office Automation
Course Code	: SPOA-11
Course Name	: MS Office and Internet-Theory
Batch	: AY-2022- 2023
Maximum Marks	: 30 Marks

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**Practical Answer Questions**

(3 X 10 = 30 Marks)

1. How were the setting formulas in Excel?
2. Explain the creating and opening presentation?
3. Explain the spread sheet main menu tools?

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