

MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATIONS, MUMBAI

Examination, July 2014

CERTIFICATE COURSE IN INFORMATION TECHNOLOGY

[ἑἶναι—6 ἰἑἶναι]

(BEÚHÉ NÖÉ—200)

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MÉE

60

- [illegible]

(ENGLISH)

[TIME ALLOWED — 6 HOURS]

(MARKS — 200)

OPERATING SYSTEM AND MS-OFFICE

- | | Marks |
|---|--------------|
| 1. (a) Write Dos command and do the following :— | 60 |
| (i) Create a directory Computer. | |
| (ii) In the directory Computer create a file IT .txt. | |
| (iii) Copy the file IT.txt to Root directory. | |
| (iv) Rename the file IT.txt into OS.txt. | |
| (v) Remove the directory Computer. | |
| (b) Prepare the power point presentation to display your Personal Information. | 60 |
| 2. Type an Application Letter, for the post of " Computer Operator " in MS-Word and do the following :— | 40 |
| (a) Set the first line Font Size 14. | |
| (b) Justify the paragraph. | |
| (c) Find the word " Operator " and replace it with " Programmer ". | |
| (d) Insert the header as " Application Letter " . | |
| 3. Oral. | 20 |
| 4. Term Work. | 20 |
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