

MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI

Examination--July, 2020

CERTIFICATE COURSE IN TELEPHONE OPERATOR WITH INTERCOM
SYSTEMS (FOR BLIND) (301203)

[TIME ALLOWED —3 HOURS]

(MARKS — 100)

BASIC COMPUTER OPERATION (PRACTICAL-II)**Marks**

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|---|----|
| 1. Type the following sentences and do the formatting :— | 40 |
| (a) Diet cures more than a doctor. | |
| (b) A soldier is the man who is trained to die. | |
| (c) In every art, it is good to have a master. | |
| (d) Every man is the architect of his own fortune. | |
| (e) Laws die, books never. | |
| (i) In the given Ms-word document change the Font size of 4th Sentence to 18 and Font color to Red. | |
| (ii) Change the Line spacing of all sentences to 2.0 spacing. | |
| (iii) Change the Left and Right Margin to 2.1". | |
| (iv) In the given Ms-Word document change the 1st sentence to Capitalize each word. | |
| (v) Change the Font to Bookman Old Style and Font Size to 20 of 5th Sentence. | |
| (vi) Apply Page border. | |
| (vii) Insert Header and Footer. | |
| (viii) Give Italic effect to the 2nd Sentence. | |
| (ix) Change the Page Color to Blue. | |
| (x) Change the 3rd Sentence to Upper Case. | |
| 2. Prepare a Powerpoint Presentation of company prepare at least 5 slides in powerpoint ? | 40 |
| 3. Oral. | 10 |
| 4. Term work. | 10 |