

MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI

Examination--July, 2020

CERTIFICATE COURSE IN COMPUTER TECHNIQUES

[**Ἐ**ϣ—3 iÉ°É]

(BE_{thE} M_{thE}—100)

$$+E_1 \omega^2 + E_2 \omega^2 + h b \div E_3 (\omega^2) \otimes + \{ \pm E_4 \omega^2 (E_1 + \omega^2) \}$$

NÖÖ

1. (+) E[®]E[®]aE[®] VÉEMÉE JÉ[®]U (E[®]hE[®]aE[®]1/2) {HÉSÉ} :-

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- [illegible]

(८) $\text{SHE} \rightarrow \text{E} \rightarrow \text{EE}$ \neq $\text{E}^{\oplus} \text{E}^{\oplus} \text{uiEä E} \pm \text{E}^{1/2\oplus}$ ($\text{E} \circ \text{E} \text{E} \text{E} \text{E}^{1/2\oplus}$) $\{\text{ESE}\} :-$

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- (1) HLL ½ Computer ±ff °f½f °f fVfifa
- (2) f½f < °f b½f < f½f ½f Application °ff½f °f f½f + f½f
- (3) f½f f½f Computer ±ff + f½f f½f f½f °f f½f
- (4) Computer ±ff Restart f½f f½f f½f Ctrl + Shift + Del key f½f f½f f½f
- (5) Monitor ½f < f½f f½f f½f < °f + f½f
- (6) TCP/IP ½f f½f f½f f½f f½f f½f f½f f½f f½f

(E0) $E^{\circ} \text{IEEE}^{\circ} \text{IE} - \hat{u}(\hat{E}_0 \hat{E}_{\pm 1/2}) (E_0 \hat{E}_1 \hat{E}_{1/2}) \{ \hat{E}_0 \hat{E}_1 \} :-$

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- (1) USB (2) ROM (3) DOS
(4) WWW (5) HTTP (6) ASCII.

(b) ~~අනෙකුත් වෙනත් වෙනත් :-~~

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‘ 𐌆 ’ MĒ 7 ð

- (1) 1 Bit
- (2) Ctrl + A
- (3) [Ctrl] + A
- (4) CPU
- (5) [Ctrl] + A

- (+) E0[8]0 ; d<+f f b[3]0
 (+) 8 +f<Q0
 (E0) Control Processing Unit
 (b) +f>d] [0]0 b-f<+f
 (<) [+f]0 +f.

2. JEE+FO+É(EEO) EOHÉIÉXp nñé |ÉŋXÉ °ÉÉb-ÉÉ :- 16
- (+) Éb& document "ÉVÉO+É water "ÉÉÉO-ÉqúÉ "ÉÉÉ½pÉO É+É½p.
 - (É) Excel "ÉVÉO+É Basic Math Function EóÉÉ +É½p?
 - (EO) Accounting +ÉÉhÉ Business Transactionú SÉO "ÉÉÉ½pÉO É+É½p.
 - (b) Journals SÉa É ÉÉ ÉVÉ |ÉÉóÉú °{É¹}ó EóÉú.
3. JEE+FO+É(EEO) EOHÉIÉXp nñé |ÉŋXÉ °ÉÉb-ÉÉ :- 16
- (+) MS-Word "ÉVÉO+É A table of contents EóÉa create EóÉÉÉÉÉ?
 - (É) Excel SÉa Application É+É½p.
 - (EO) Talley "ÉVÉO+É Account SÉa |ÉÉóÉú É+É½p.
 - (b) Ledgers SÉa |ÉÉóÉú É+É½p.
4. JEE+FO+É(EEO) EOHÉIÉXp nñé |ÉŋXÉÉÉÉO IÉÉbÉÉÉÉ =KÉú É+É½p :- 16
- (+) Spelling +ÉÉhÉ Grammer Checking SÉO "ÉÉÉ½pÉO É+É½p.
 - (É) Power point presentation EóÉÉÉÉÉÉÉ Steps É+É½p.
 - (EO) Tally "ÉVÉO+É Ledger createú EóÉÉÉÉÉÉÉ Steps É+É½p.
 - (b) Power point SÉa Advantages É+É½p.
5. °ÉÉÉ{ÉÉ =KÉú É+É½p (EOHÉIÉXp SÉÉ) :- 16
- (+) MS-Excel "ÉVÉO+É Charts "½pÉVÉa EóÉÉ ?
 - (É) Word "ÉVÉa Foot note É End note EóÉa Add EóÉÉÉÉÉ ?
 - (EO) HTML "ÉVÉa ÉÉOíÉO Heading Levels +É½p ?
 - (b) Microsoft {ÉÉ Éú {ÉÉ<Éó EóÉa °ÉOú EóÉÉÉÉÉ ?
 - (<) Tally "ÉVÉa Debit É Credit "½pÉVÉa EóÉÉ ?
6. JEE+FO+É(EEO) EOHÉIÉXp nñé |ÉŋXÉÉÉÉO =KÉú É+É½p :- 16
- (+) Pagemaker "ÉVÉO+É nñé Tool SÉO "ÉÉÉ½pÉO É+É½p.
 - (É) Word "ÉVÉa {ÉÉ½pÉÉÉú ;ó<+É EóÉa °ÉaÉ EóÉÉÉÉÉ íÉa É+É½p.
 - (EO) Eó]ó EóÉÉO, {ÉÉ]ó "½pÉVÉa EóÉÉ ?
 - (b) Pagemaker "ÉVÉO+É File menu "ÉVÉO+É Content °{É¹}ó EóÉú.

CON 3

(ENGLISH)

[TIME ALLOWED—3 HOURS]

(MARKS—100)

OFFICE AUTOMATION AND COMPUTER APPLICATIONS (THEORY-III)**Marks**

1. (a) Fill in the blanks (any *five*) :— 5
- (i) Each box in a spreadsheet is called
 - (ii) To correct the spelling in MS-Word we use
 - (iii) To print a document
 - (iv) Text in a column is generally aligned
 - (v) is a default file extension for all word documents.
 - (vi) The Shortcut Key use to select company in tally is
- (b) State *true* or *false* (any *five*) :— 5
- (i) HLL is easily understood by Computers.
 - (ii) Device Driver is an application software.
 - (iii) Every Computer has an operating system.
 - (iv) To Restart computer Ctrl + Shift + Del key is used.
 - (v) Monitor is an input device.
 - (vi) TCP/IP is the type of protocol.
- (c) State long forms (any *five*) :— 5
- | | | |
|----------|----------|-------------|
| (i) USB | (ii) ROM | (iii) DOS |
| (iv) WWW | (v) HTTP | (vi) ASCII. |
- (d) Match the following pairs :— 5
- | ‘A’ Group | ‘B’ Group |
|---------------|-----------------------------|
| (i) 1 BIT | (a) Corrupts file and data |
| (ii) Ctrl + A | (b) 8 bytes |
| (iii) Monitor | (c) Central processing unit |
| (iv) CPU | (d) Output device |
| (v) Virus | (e) Select all. |
2. Attempt any *two* of the following :— 16
- (a) What is water mark in word document ?
 - (b) What is the basic Math Function in Excel ?
 - (c) Write down notes on Accounting and Business transaction.
 - (d) What are Different types of journals ?

[Turn over

CON 3

Marks

- | | |
|---|----|
| 3. Attempt any <i>two</i> of the following :— | 16 |
| <ul style="list-style-type: none"> (a) How to create a table of contents in Ms-Word ? (b) What are the application of Excel ? (c) What are types of Account in Tally ? (d) What are Types of Ledgers ? | |
| 4. Answer in Brief (any <i>two</i>) :— | 16 |
| <ul style="list-style-type: none"> (a) Spelling and Grammer Checking of word document. (b) Write down the steps to create a power point presentation. (c) Write down the steps to create ledgers in tally. (d) What are the advantages of Power point ? | |
| 5. Write short notes on the any <i>four</i> of the following :— | 16 |
| <ul style="list-style-type: none"> (a) What are charts in MS-Excel ? (b) How to add foot note and end note in word ? (c) How many HTML heading levels are there ? (d) How to start Microsoft Power Point ? (e) What is Debit and Credit in Tally ? | |
| 6. Attempt any <i>two</i> of the following :— | 16 |
| <ul style="list-style-type: none"> (a) Explain any two tools of Pagemaker. (b) How to saving a file for the first time in Word ? (c) What is Cut, Copy, Paste in Word ? (d) Explain the content of file menu in pagemaker. | |
