



**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	: CY-2023
Maximum Marks	: 30 Marks

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**Long Answer Questions**

(3 X 10 = 30 Marks)

1. Write the advantages and disadvantages of computers.
2. What is an operating system? Explain the different types of operating system.
3. How to be creating a formula in 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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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	: CY-2023
Maximum Marks	: 30 Marks

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**Practical Assignment Questions**

(3 X 10 = 30 Marks)

1. Explain any five input and output devices.
2. How to be adding clipart to documents?
3. Explain the Data formatting.

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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.