

**DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY, KARAİKUDI**

**INTERNAL ASSESSMENT
(Calendar Year 2021 Onwards)**

Programme Code	227
Programme Name	CERTIFICATE COURSE IN OFFICE AUTOMATION

I SEMESTER

MODEL ASSIGNMENT/PRACTICAL QUESTIONS

Paper Code : 22711	Maximum Marks: 25
Paper Title : Computer Fundamentals	
1. Explain in detail about types of computers, Applications of computers. 2. Describe in detail about various memory types. 3. Differentiate compiler and Interpreter	

Paper Code : 22712	Maximum Marks: 25
Paper Title : Principles of Information Technology	
1. Write about various types of networks? 2. Write about Electronic Data Interchange? 3. Elaborate cyber laws and penalties.	

Paper Code : 22713	Maximum Marks: 25
Paper Title : Office Automation	
1. Explain the various text manipulation in MS word? 2. Write in detail about formulas and functions. 3. Write down the steps to create a pivot table in open office calc	

Paper Code : 22714	Maximum Marks: 25
Paper Title : LAB – Office Automation	
1. Write about the table manipulation procedures in MS word? 2. Perform arithmetic calculations using worksheet 3. Write down the steps for creating, altering, drop tables in MS access?	

Note:

Submit your assignment in one spiral binding with your name, enrollment number, course name and semester.