

**MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATIONS, MUMBAI**

Examination, July 2014

# CERTIFICATE COURSE IN CORPORATE HOUSE KEEPING

[ἑἶς—3 ἰἑῶῆ]

(BEthÉ NÖÉ—100)

[illegible]**NÉE**

- [illegible]

**(ENGLISH)**

[TIME ALLOWED — 3 HOURS]

(MARKS — 100)

**BASIC INFORMATION TECHNOLOGY (PRACTICAL-I)**

	<b>Marks</b>
1. Perform following task on Computer :—	60
(a) Create new folder and rename " Office Inventory ".	
(b) Prepare and Save one word document, excel sheet, power point presentation in " Office Inventory ".	
(c) List the stationery and printing material required in your office in ".doc " format and save in Office Inventory Folder.	
(d) Prepare a data sheet about students marks in excel format, make use of formula in your sheet and mark fail candidate with red ink.	
(e) Send a email to your manager regarding housekeeping requirement of your office.	
(f) Search information on internet about " Janitor Carte " which you would like to purchase for your office.	
2. Write down your views about ethics and information technology.	20
3. Oral.	10
4. Term work.	10

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