

MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATIONS, MUMBAI

Examination, July, 2014

CERTIFICATE COURSE IN DESK TOP PUBLISHING

[Time—3 hours]

(Marks—100)

Computer Fundamentals (Practical - I)

Instruction.—Perform any one practical.

	गुण
1. (+) xEa qESeE E[E@uEo°uxE iEOESaEE E'EjEE+EE EEFonue°EESeEXE EJEhE nHEE@EjE E@E EEvafEa iEafE@uEo@u. (E[E]oEaEfE)	30
(+) {EaSE E[E@uEo°uxE xE'E'E[E;EXEaHESEa qEESUaEjE iEafE@uEo@u.	30
2. E'EbEVE'EvEaE JE+EaE JEGoEEaE EHEO E+V/:-	20
(+) bEo ;dEUE d.m.yy+EE oEaEoEa	
(+)]EoEaE@u bEo]EESaEE iE3E+EE Ea'E'E I°IE@uEo@u	
3. iEEbE {E@UE.	10
4.]oE EEq.	10

(ENGLISH)

[TIME ALLOWED— 3 HOURS]

(MARKS— 100)

COMPUTER FUNDAMENTALS (PRACTICAL - I)

Instruction.— Perform any one practical.

	Marks
1. (a) Type a letter inviting your friend on your birthday in Marathi. (Use using NOTEPAD and Take Hard Copy)	30
(b) Prepare a Greeting Card wishing " Happy New Year " using MS Paint.	30
2. Write down the steps to perform following tasks in MS Windows.	20
(a) To set the current short date format to d.m.yy	
(b) To fix the Taskbar at the bottom on the desktop.	
3. Oral	10
4. Term work.	10