

MAHARASHTRA STATE BOARD OF VOCATIONAL EXAMINATIONS, MUMBAI

Examination, July, 2014

CERTIFICATE COURSE IN COMPUTERIZED ACCOUNTING AND OFFICE
AUTOMATION

[Ἑβρ—3 ἰεε^οε]

(BE^uÉ N^uÉ—100)

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NÖÖ

1. $iEOES^aEE \text{ } \bar{E} \text{ } \bar{E} \text{ } jEEES^a xEE \text{ } \bar{E} \text{ } , \{EkEE, j \bar{u} \bar{x}E xEE^{\otimes} + \bar{o}E + \bar{E}aEO bE\} \bar{o} \text{ } j \bar{d} < \bar{G}E \text{ } \bar{x}x \text{ } \bar{E}E \text{ } . \text{ } \bar{E}aE \text{ } \bar{E}vE\bar{S}EE = \{E^aEE \text{ } 40$
 $Eo \text{ } \bar{u}x \text{ } E \text{ } \bar{u} \bar{u}EE^3 \bar{y} \bar{S}Ea \text{ } EOE\} \bar{u} \bar{E} \text{ } iEOES^aEE \text{ } \bar{E} \text{ } \bar{E} \text{ } jEE + EE \text{ } \{EE \text{ } \bar{u} \text{ } \bar{o}EE \text{ } .$
2. $JEE + EO \text{ } E \bar{u} \bar{E}a^aEE \text{ } bE\} \bar{o} \text{ } \bar{E}^{\otimes} \text{ } \bar{E}E \{ \bar{u} \bar{E} \} \bar{o} \text{ } \bar{x}x \text{ } \bar{E}E \text{ } + EEhE \text{ } JEE + EO \text{ } E \bar{u} \bar{E}aEa \text{ } Eo^{\otimes} : - \quad 40$
 $(+) \text{ } \bar{E}E \text{ } \bar{u} \bar{E}EE \text{ } |EE \bar{u} \bar{E}E \bar{E}dS^aE \text{ } E_j \text{ } \bar{u} \text{ } \} \bar{u} \text{ } \bar{u} \text{ } \bar{E}d \bar{b} \bar{E}$
 $(\bar{x}) \text{ } Eo^{\otimes} \bar{u} \bar{E}Ea \text{ } E_j \text{ } \bar{u} \text{ } \} \bar{u} \text{ } \bar{u} \text{ } \bar{E}d \bar{b} \bar{E}$
 $(Eo) \text{ } \bar{u} \{E^aEa \text{ } 10,000 \text{ } iEa \text{ } 15,000 \text{ } \bar{E}vEO + E \text{ } \{E \bar{u} \bar{E} \bar{u} \bar{S}Ea \text{ } E_j \text{ } \bar{u} \text{ } \} \bar{u} \text{ } \bar{u} \text{ } \bar{E}d \bar{b} \bar{E}$
 $(b) \text{ } 35 > \bar{E}^aEE \bar{E}EO + E \text{ } E_j \text{ } \bar{u} \text{ } \} \bar{u} \text{ } \bar{u} \text{ } \bar{E}d \bar{b} \bar{E}$

Serial No.	Coachname	Age	Sports	Pay	Sex
1	William	35	Karate	10,000	M
2	Tarun	34	Karate	11,000	M
3	Sunaina	32	Basket ball	14,000	F
4	Ruby	37	Swimming	9,000	F
5	Varun	36	Cricket	15,000	M

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| 3. | ἡ ἀρετὴ | 10 |
| 4. | ἡ ἰσχυρία | 10 |

(ENGLISH)

[TIME ALLOWED — 3 HOURS]

(MARKS — 100)

M. S. OFFICE (PRACTICAL-II)**Marks**

1. Create a data file containing the Name, Address, Phone Number of your Friend using, Mail Merge Feature and send Diwali Greeting to your friends :— 40
2. Create a worksheet from the data given below and do the following :— 40
 - (a) Filter record of female coaches.
 - (b) Filter record of karate.
 - (c) Filter record in which pay is between 10,000 and 15,000.
 - (d) Filter record in which Age > 35.

Serial No.	Coach Name	Age	Sports	Pay	Sex
1	William	35	Karate	10,000	M
2	Tarun	34	Karate	11,000	M
3	Sunaina	32	Basket ball	14,000	F
4	Ruby	37	Swimming	9,000	F
5	Varun	36`	Cricket	15,000	M

3. Oral. 10
4. Sessional work. 10