

MAHARASHTRA STATE BOARD OF SKILL DEVELOPMENT EXAMINATION, MUMBAI

Examination--July, 2020

CERTIFICATE COURSE IN COMPUTER TECHNIQUES

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(BEUÉ MBE—100)

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MBE

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|--|----|
| 1. EüEiEzD °EE°EEVÉEò Message ½ Word document °Ev°Eä Images, Clip
+É]Q +EüEE>Ab÷EüE°ü Text EüE°ü SEE °EE°ü Eü°üxÉ iE°EE°ü Eü°ü. | 40 |
| 2. Organisation SEE]Eü°üEE {EE°ü (EE°ü)ô Presentation iE°EE°ü Eü°ü. | 30 |
| 3. °EjE°E±E °EEQ. | 15 |
| 4. +E°E. | 15 |

(ENGLISH)

[TIME ALLOWED — 3 HOURS]

(MARKS — 100)

OFFICE AUTOMATION AND COMPUTER APPLICATIONS
(PRACTICAL-III)

Marks

- | | |
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| 1. Create a simple word document on any social message. Use images, clip
arts, background colors, text colors, etc. | 40 |
| 2. Create a simple Power Point Presentation of organization chart. | 30 |
| 3. Sessional Work. | 15 |
| 4. Oral. | 15 |