

**DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI - 600 025**

**Memo No. 103661/ Q 3 / 2016**

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**Sub:** Technical Education - Certificate Course in Computer on Office Automation – Uploading of Question Bank for **Practical Examination** - Instructions Issued - Regarding.

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All Candidates are informed that the Question Bank for practical examination, of Certificate Course in Computer on Office Automation is uploaded. This is as per the syllabus for the Practical Examination of the Certificate Course in Computer on Office Automation. (MS WINDOWS and MS OFFICE – 70%, LINUX and OPEN OFFICE – 30%). This is for the benefit of students under going Certificate Course in Computer on Office Automation. From December 2016 “Certificate Course in Computer on Office Automation” examination onwards, from this 40 questions each candidate will be allotted any one question by draw by lots method.

**Sd/- DTE ( FAC)**

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025  
Question Bank For Computer On Office Automation (COA) Practical Examination

1.
  1. Start a program, run a program.
  2. Run multiple programs and switch between windows.
  3. Boot Linux, maintain user accounts.  
  1. Prepare a Govt. Order Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tabs Settings in MS-Word.
  2. Perform Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc in Open Office – Calc.
  
2.
  1. Customize the Task bar.
  2. Send a file to Recycle bin and restore.
  3. Create folders, rename folders and files in Linux.  
  1. Prepare a newsletter with borders, two columns text, header and footer and insert a graphic image and page layout in MS-Word.
  2. Connect the Worksheets and enter the data in Open Office – Calc.
  
3.
  1. Create and remove folders.
  2. Make the taskbar wider, arrange icons on the Desktop.
  3. Copy, move, delete files in Linux.  
  1. Create a style and apply that style in a document.  
Create a template for the styles created and assemble the styles for the template in MS-Word.
  2. Create a chart for comparing the monthly sales of a company in different branch offices in calc.
  
4.
  1. Display and hide the taskbar clock.
  2. Control the size of start menu options.
  3. Backup and restore files in Linux.  
  1. Create a monthly calendar, use cell editing operations like inserting, joining, deleting, Splitting and merging cells in MS-Word.
  2. Use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) in Open Office – Calc

5.
  1. Create and remove folders.
  2. Create Shortcuts.
  3. Execute the commands – passwd, who, whoami, kill, write.
  1. Create numbered lists with different formats (with numbers, alphabets, roman letters). Create a bulleted list with different bullet characters in MS-Word.
  2. Use the data consolidate command to calculate the average amount budgeted for department office expenses in Open Office – Calc.
  
6.
  1. Install a screen saver.
  2. Assign a wallpaper to Desktop.
  3. Set header and footer in Open office writer.
  1. Print envelopes with from addresses and to addresses using Mail-merge . Use mail merge facility for sending a circular letter to many persons. Use mail merge facility for printing mailing labels in MS-Word.
  2. Sort Data and Filter Data in Open Office – Calc.
  
7.
  1. Add a program to the start menu
  2. Add a program shortcut in the Desktop
  3. Create a style and apply that style in Open office writer.
  1. Prepare a document in MS-Word.
    - use find and replace text
    - use spell check and Auto correct
    - generate table of contents
    - index for a document
  2. Create Pivot tables in Open Office – Calc
  
8.
  1. Add a program shortcut in the Desktop
  2. Customize the mouse settings
  3. Include a picture in a slide in open office impress.
  1. Create an advertisement
    - Prepare a resume
    - Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting in MS-Word.
  2. Create Student's address Database and then list the data on the screen in alphabetical order in Open Office-Base

9.
  1. Expand and collapse a folder
  2. Run a program from explorer
  3. Import the data from calc in Open office base.
  1. Prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales)  
Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student) in Excel.
  2. Prepare a Govt. Order Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript in Open office –Writer.
  
10.
  1. Rename a file or folder.
  - 2 Sort a folder.
  - 3.Create a table in Open office writer.
  - 1.Perform the operation on sheets : Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc .  
Connect the Worksheets and enter the data in MS-Excel.
  - 2.Prepare a newsletter with borders, two columns text, header and footer and insert a graphic image and page layout in Open office –Writer
  
11.
  1. Display the properties for a file or folder
  2. Use cut and paste operations to move a file
  3. Set header and footer in Open office writer.
  1. Create a chart for comparing the monthly sales of a company in different branch offices in Excel.
  2. Prepare a document with create a style and apply that style in a document in Open office –Writer
  
12.
  1. Use copy and paste operations to copy a file.
  2. Move and copy files with mouse.
  3. Create a bulleted list in Open office –Writer.
  1. Use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses in Excel.
  2. Create a table using table menu in Open office –Writer.  
create a simple statement for math calculations viz. totaling the column in Open office –Writer

13.
  1. Search a file or folder by using search command.
  2. Display the properties for a file or folder.
  3. Find and replace the text in Open office –Writer.  
  1. Use Sort Data , Filter Data in a worksheet and create a Pivot table in Excel.
  2. Create a monthly calendar use cell editing operations like insert, join, delete, Split and merge cells in Open office –Writer.
14.
  1. Find a file or folder, by name.
  2. Defragment the disk, using disk defragmenter.
  3. Delete and add records in calc.  
  1. Create Student’s address Database and then list the data on the screen in alphabetical order in Access.
  2. Create numbered list with different formats (with numbers, alphabets, roman letters) in Open office –Writer
15.
  1. Control the speaker volume.
  2. Record and save an audio file.
  3. Search for a website using a browser working in Linux.  
  1. Perform various queries in MS- Access.
  2. Create a bulleted list with different bullet characters in Open office –Writer.
16.
  1. Connect a printer to the PC.
  2. Control the speaker volume.
  3. Sort the data of a table in Calc.  
  1. Generate Query in MS-Access.
  2. Print envelopes with from addresses and to addresses using Mail-merge facility in Open office –Writer.
17.
  1. Run multiple programs and switch between windows.
  2. Expand and collapse a folder.
  3. Filter the data of a table in calc.  
  1. Generate the Report from Database in MS-Access.
  2. Use mail merge facility for sending a circular letter to many persons in Open office –Writer.

18.
  1. Create Shortcuts.
  2. Move and copy files with mouse
  3. Change the column width and row height in calc.  
  1. Import and export data in MS-Access.
  2. Use mail merge facility for printing mailing labels in Open office – Writer.
19.
  1. Add a program to the start menu
  2. Move and copy files with mouse
  3. Import the data from calc in Open office base.  
  1. Create a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation in MS-Powerpoint.
  2. Prepare a document, use find and replace text, spell check and correct facility in Open office –Writer
20.
  1. Find a file or folder, by name.
  2. Add a program shortcut in the Desktop.
  3. Sort the data of a table in calc.  
  1. Create a Presentation with Slide Transition – Automatic and Manual with different effects in MS-Powerpoint.
  2. Generate table of contents for a document and prepare index for a document in Open office –Writer.
21.
  1. Search a file or folder by using search command.
  2. Find a file or folder, by name.
  3. Boot Linux, maintain user accounts.  
  1. Create a Presentation applying Custom Animation effects –Apply multiple effects to the same object and change to a different effect and remove effects in MS-Powerpoint.
  2. Create an advertisement in Open office –Writer.

22.
  1. Assign a wallpaper to Desktop.
  2. Move and copy files with mouse.
  3. Create folders, rename folders and files in Linux.  
  1. Create and Print handouts in MS-Powerpoint.
  2. Prepare a resume in Open office –Writer.
  
23.
  1. Sort a folder.
  2. Send a file to Recycle bin, and restore.
  3. Copy, move, delete files in Linux.  
  1. Search for a web site / application / text documents view and download.
  2. Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting in open office –Writer .
  
24.
  1. Create shortcuts.
  2. Install a screen saver.
  3. Send a file to Recycle bin, and restore in Linux.  
  1. Create an E-mail account, Retrieve messages from inbox, reply, attach files filter and forward.
  2. Prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales) in Open Office – Calc.
  
25.
  1. Start a program, run a program.
  2. Sort a folder.
  3. Execute the commands – passwd, who, whoami, kill, write.  
  1. Prepare a Official letter Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tabs settings in MS-Word.
  2. Prepare a Statement for preparing Result of 10 students in 5 subjects (use formula to get Distinction, I Class, II Class and Fail under Result column against each student) in Open Office – Calc.

26.
  1. Start a program, run a program.
  2. Recycle bin, restore the deleted files.
  3. Use spell check and correct in open office writer.  
  1. Prepare a business letter Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript, indenting paragraphs, spacing between lines and characters, tabs settings in MS-Word.
  2. Generate Query in Open Office-Base.
  
27.
  1. Run multiple programs and switch between windows.
  2. Customize the Task bar.
  3. Perform joining, splitting and merging cells in open office writer.  
  1. Create numbered lists with different formats (with numbers, alphabets, roman letters). Create a bulleted list with different bullet characters in MS-Word.
  2. Generate the Report from Open Office-Base.
  
28.
  1. Create and remove folders.
  2. Control the size of start menu options.
  3. Set the spacing between line and characters in open office writer.  
  1. Prepare a newsletter with borders, two columns text, header and footer and insert a graphic image and page layout in MS-Word.
  2. Import and export data in Open Office-Base.
  
29.
  1. Display and hide the taskbar clock.
  2. Create Shortcuts.
  3. Create a style and apply that style in Open office writer.  
  1. Prepare a document in MS-Word
    - use find and replace text
    - use spell check and Auto correct
    - generate table of contents
    - index for a document
  2. Perform various queries in Open Office-Base.



30.
  1. Make the taskbar wider, arrange icons on the Desktop.
  2. Display and hide the taskbar clock.
  3. Set the spacing between line and characters in open office writer.  
  1. Create an advertisement .  
Prepare a resume .  
Prepare a Corporate Circular letter inviting the share holders to attend the Annual Meeting in MS-Word.
  2. Create a new Presentation based on a template – using Auto content wizard, design template and Plain blank presentation in Open Office- Impress.
31.
  1. Install a screen saver.
  2. Add a program shortcut in the Desktop.
  3. Insert a graphic image in Open office –Writer.  
  1. Prepare a Worksheet showing the monthly sales of a company in different branch offices (Showing Total Sales, Average Sales)  
Prepare a Statement for preparing Result of 10 students in 5 subjects (using formula to get Distinction, I Class, II Class and Fail under Result column against each student) in MS-Excel.
  2. Create a Presentation with Slide Transition – Automatic and Manual with different effects in Open Office-Impress.
32.
  1. Assign a wallpaper to Desktop.
  2. Add a program to the start menu.
  3. Create a bulleted list in Open office –Writer.  
  1. Perform the operating on sheets : Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc .Connect the Worksheets and enter the data in MS-Excel.
  2. Create a Presentation applying Custom Animation effects –Apply multiple effects to the same object and change to a different effect and remove effects in Open Office-Impress.
33.
  1. Add a program to the start menu.
  2. Customize the mouse settings.
  3. Find and replace the text in open office –Writer.  
  1. Create a chart for comparing the monthly sales of a company in different branch offices in MS –Excel.
  2. Create and Print handouts in Open Office-Impress.

34.
  1. Expand and collapse a folder.
  2. Sort a folder.
  3. Create a table in Open office writer.  
  1. Use the data consolidate command to calculate the total amount budgeted for all departments (wages, travel and entertainment, office supplies and so on) or to calculate the average amount budgeted for – say, department office expenses in MS-Excel.
  2. Prepare a Business letter Covering formatting commands - superscript, subscript, indenting paragraphs, spacing between lines and characters, tabs Settings in open office –Writer.
  
35.
  1. Run a program from explorer.
  2. Rename a file or folder.
  3. Change the column width and row height in calc.  
  1. Use Sort Data , Filter Data in a worksheet and create a Pivot table in MS-Excel.
  2. Prepare an official letter Covering formatting commands - font size and styles - bold, underline, upper case, lower case, superscript, subscript in Open office –Writer.
  
36.
  1. Display the properties for a file or folder.
  2. Move and copy files with mouse.
  3. Filter the data of a table in calc.  
  1. Create a monthly calendar, use cell editing operations like insert, join, delete, Split and merge cell in MS-Word.
  2. Import and export data in Open Office-Base.
  
37.
  1. Use cut and paste operations to move a file.
  2. Use copy and paste operations to copy a file.
  3. Sort the data of a table in Calc.  
  1. Create Student’s address Database and then list the data on the screen in alphabetical order in MS-Access.
  2. Create a chart for comparing the monthly sales of a company in different branch offices in calc.

38.
  1. Display the properties for a file or folder.
  2. Move and copy files with mouse.
  3. Include a picture in a slide in open office impress.
    1. Perform various queries in MS- Access.
    2. Perform Finding, deleting and adding records, formatting columns, row height, merging, splitting columns etc in Open Office – Calc.
39.
  1. Find a file or folder, by name.
  2. Control the speaker volume.
  3. Search for a website using a browser working in Linux.
    1. Generate the Report from Database in MS-Access.
    2. Create an advertisement in Open office –Writer.
40.
  1. Rename a file or folder.
  2. Display the properties for a file or folder.
  3. Delete and add records in calc.
    1. Operate on a Tablet / Smart Phone – browse and practise on some important applications (UcBrowser, Skype) - operate on internet – create and send messages / mails use the applications like WhatsApp and WeChat - download text and media files and video conferencing using Skype.
    2. Prepare a resume in Open office –Writer.