UNIQUE COMPUTER TRAINING CENTRE

Reg. under Govt. of India and ISO

Internal Assignment

Sub: Certificate in Basic Computer Application

Read the rules carefully

- ✓ Open Your Dashboard- go to Assessment- Write the answer in Google form by typing the question no. no need to format the text or make any structure, only type the answer
- ✓ Do not copy paste any answer from anywhere to google form, otherwise form will be cancelled. Write directly by yourself.
- ✓ **Type Your name, Course Name and ID No at the top of the google form*** Most Important**

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1. **Answer any three questions**   **3 X 5=15**
   a. What is the definition of computer? Write the characteristic of computer
   b. Write the Process to insert a Table in Ms-Word document, and how to write any formula there?
   c. Write the steps to create an action button, and how to adding theme on the slide in power point
   d. Write the complete TAG to create a Multilevel Number list in HTML

2. **Answer this question**   **5**
   a. Write the formula in Total and Result cell Applying this condition (Total 60 is the pass marks)

	A	B	C	D
1	Subject 1	Subject 2	Total	Result
2				

3. Write a command to create this directory structure in DOS   **5**