



**MATS CENTRE FOR DISTANCE AND ONLINE EDUCATION
(MCDOE)**

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**Assignment Work
Session: July 2025-26**

Max Marks – 30

Min Marks-12

Name of Programme: PGDCA_I

Programme Code:

Name of Course: Office Automation

Course Code:

Name of Learner:

Enrollment Number:

Mobile Number:

Email ID:

Address:

Centre: MCDOE

Instruction to Submit Assignment

- All assignments should be completed and submitted at MCODE study centre before the due date.
- All the Assignment should be written by the learners, in some aspects print out of the assignment will also be accepted.
- The date of submission will be provided by the programme coordinator.
- The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. The students need to score minimum marks as per Examination Scheme of particular programme in the assignments of each course in order to clear the continuous evaluation component.
- Without submission of the assignment learners are not allowed to appear in the term end examination.
- Assignments should be brief, precise and in your own words. Please do not copy the answers from the study material.
- You may retain a copy of your assignment response to avoid any unforeseen situation.

Attempt all questions. All questions carry equal marks. (5*3)

1. What is Office Automation? Mention any three benefits of using office automation tools.
2. Write any three important features of MS Word.
3. What is MS Excel? Mention any two uses of spreadsheets.
4. Define Presentation Software. Give two features of MS PowerPoint.
5. What is Mail Merge? Explain its purpose.

Attempt all questions. All questions carry equal marks. (3*5)

1. Explain the major components of MS Word (Ribbon, Tabs, Groups, Formatting Tools, Page Setup).
2. Describe MS Excel in detail. Explain worksheets, formulas, functions, and charts with examples.
3. What is MS PowerPoint? Explain the steps for creating an effective presentation and describe any four commonly used PowerPoint tools (Slide Layouts, Transitions, Animations, Themes).