BDPS

BASICS, MS-WORD, MS-EXCEL

**MS-OFFICE**

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======BBDR===

MANAGING DIRECTOR  
K.NARASIMHARAO  
8008437773/ 9966933659

COMPUTER EDUCATION

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| --- | --- | --- | --- | --- | --- |
| STUDENT NAME |  | | | DATE & TIME |  |
| REG NO |  | COURSE |  | CLASS TIME |  |
|  |  |  |  |  |  |

1.Typing skills using keyboard

a. small letters b. capital letters  c. space bar

d. Tab button e. First letter capital f. number

2.Mouse

a. left button b. scroll button

3. Desktop computer

a. power on b. Shut down c. Restart

4.work with computer

a. Desktop b. Start button c. Task bar d. Date time

5.Note pad

a. Open notepad b. Title bar C. Menu bar d. Minimize

e. Maximize f. Close g. Entering text

6.Word pad

a. Open word pad b. Ribbon c. Quick axis tool bar

d. Symbols e. Close

7. Ms. Point

a. Open Ms word b. Brushes c. Shapes

d. Colours e. Pencil f. Close paint

8. Calculator using

9. Ms word

a. Open Ms-word b. Close Ms-word

10. Ms. Excel

a. Open Ms-Excel b. Close Ms-Excel