

Time : 3 Hours

Max Marks : 100

Instructions to examinee:

- i. This Question Paper has 2 parts - Part A and Part B.
- ii. Part A has 15 objective type questions. Examinee has to attempt all of them. Each question carries 2 marks. There is no negative marking for wrong response. Examinee will be required to reproduce the correct response of MCQs in Part A in MS word.
- iii. Part B has 3 practical questions, 1 each on Microsoft Word (20 Marks), Microsoft Excel (30 Marks) and Microsoft Power Point (20 Marks). Examinee has to attempt all 3 questions.
- iv. Examinee will be required to save their responses output, take printout of their responses/output through printer installed separately.

Part : A

1. If you want to save the existing document with a different name.
 - a. Retype the document and give a different name
 - b. Use the Save As command
 - c. Copy and paste the original document
 - d. Rename the document by pasting it at a different location

2. Windows is a..... type of operating system.
 - a. GUI
 - b. RAM
 - c. CUI
 - d. None of these

3. Which option is used to increase or decrease the speed of the mouse cursor?
- Settings
 - Control
 - Control Panel
 - Drive
4. What is the shortcut to rename a file?
- F2
 - F1
 - F8
 - F12
5. The recycling bin stores discarded items up to
- To log on to another user
 - Computer shutdown
 - Day end
 - Till you vacate it
6. Which option is correct to create chart in MS Excel?
- Formulas >> Chart
 - Data >> Chart
 - Insert >> Chart
 - View >> Chart
7. What is the keyboard shortcut for new slide?
- Ctrl + Alt + M
 - Ctrl + N
 - Ctrl + Shift + N
 - Ctrl + Alt + N

8. In Windows, the cut or copied object is kept before use in..

- a. Clip board
- b. Character map
- c. Format painter
- d. Notepad

9. The name given to the document by the user is called...

- a. File name
- b. Username
- c. Data
- d. None of these

10. Who shows your position in the text?

- a. Blinker
- b. Cursor
- c. Ceasor
- d. Pointer

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11. In which menu is there the option to check spelling in MS Power point?

- a. View
- b. Review
- c. Display
- d. Insert

12. A is a collection of information saved as a unit.

- a. Folder
- b. File
- c. Path
- d. File extension

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13. What is the significance of faded (dimmed) command in pull down menu?

- a. The command is currently not accessible
- b. If command is selected, then dialog box appears
- c. If the command is selected, the help window appears
- d. There is no equivalent keystroke for this command

14. The text in a column is usually aligned.

- a. Left
- b. Right
- c. Center
- d. Justified

15. Which of the following is not true about computer files?

- a. They are a collection of data saved in a storage medium
- b. Each file has a name.
- c. The user gives an extension to specify the date.
- d. Files generally contain data

Part : B

Question 2. Answer the following MS Word question:

(20 Marks)

To,
Health officer,
Metropolitan Municipality.

Subject: Letter to Sanitize Mohalla.

Respected Sir,

My name is Shubham. I live at the address given below. My Mohalla comes under your Metropolitan Municipality area. It is to bring to your kind notice that, since last few days, there

has been a sharp increase in number of dengue patients in our locality. At least 20-30 dengue patients are being found every day. The people of the area are very worried about the increasing number of dengue patients. Regular sanitization has not taken place in recent time on the following dates:

Dates					Total Days
25.04.2022	26/05/22	28.05.2022	30/05/22	31/05/22	5

You are requested to kindly get the entire locality sanitized and fogging done to prevent the number of dengue patients in our locality. This will also eliminate the possibility of other seasonal diseases. It will also be help in Swachh Bharat Abhiyan and will contribute in making our city a smart city.

I hope that you will make arrangements to get our locality sanitized as soon as possible.

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Yours Sincerely,

Shubham

201, Ankur Niwas.

- i. Type the above letter in MS Word. (8 marks)
- ii. For this keep the font size 12. You can choose any font style. (2 marks)
- iii. Keep a gap of 1.5' in between the lines. (2 marks)
- iv. Display page numbering in the footer in X of 1 page format. (2 marks)
- v. Show the alignment of the body of the letter as 'Justified'. (2 marks)
- vi. Change the sender's name to bold. (1 mark)
- vii. Attach a screenshot of any part of your answer at the end of the letter. (3 marks)

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Question 3. Answer the following MS Excel question:

C1R1	C1	C2	C3	C4	C5	C6	C7	C8
R2		Calculation of Taxable Income.			Tax and Shortfall for		F.Y. 2021-22	
R3		Gross Salary (A)	Deductions (B)	Taxable Income (C)=(A-B)	Tax (D) =C*17%	Tax Paid (E)	Shortfall (F)=D-E	Total (G)
R4		10052	2342			1204		
R5		13456	4534			1233		
R6		45454	3434			1694		
Total								


From the above data answer / calculate following in MS Excel Worksheet:

- Type above table along with data while including answers of below questions (ii-vi) in MS Excel with 'center text alignment'. (5 Marks)
- Taxable Income, Tax (up to 2 decimal point) and Shortfall. (5 Marks)
- Total of Column C2, C3, C5 & C7 in C8 without any decimal. (3 Marks)
- Total of Row R4, R5 & R6 in Row named as 'Total'. (3 Marks)
- Merge C1R1 & C1 and make a single Column C1R1. (2 Marks)
- Merge & Center text written in C2R2, C5R2 & C7R2 in Single Row R2. (2 Marks)
- Insert a Chart in following format and add data label. (10 Marks)

	R4	R5	R6
Salary	10052	13456	45454
Taxable Income	7710	8922	22020

Question 4. Create MS PowerPoint Slides with following information:

(20 Marks)

- i. Make plain slide with White background and give title to slide as "AAO EXAM 2022" in 44 font size and Times New Roman font. Underline the title. (1+3 Marks)
- ii. Write following sentences in 2nd slide in 'Times New Roman' font, 19 font size, italics, left alignment with 'Exam' as slide title in same style and 32 font size with 'center' alignment. (4 Marks)
 1. "I have completed the eligibility criteria in F.Y. 2019."
 2. "I am appearing in 'Assistant Accounts Officer' examination."
 3. "I have been asked to submit my educational details."
- iii. 'Strikethrough' the 3rd sentence above. (1 Mark)
- iv. Give small alphabetical bullets in front of all three sentences. (2 Marks)
- v. Keep first sentence in UPPER CASE. (1 Mark)
- vi. Insert ☼, Ω, β symbol after 3rd sentence. (2 Marks)
- vii. Insert  from menu options below 3rd sentence. (2 Marks)
- viii. Insert a pie chart with title 'PIE CHART' using below mentioned data table. Also add data label. (4 Marks)

JA	SA	AAO	AO
40	30	20	10

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