

1. (a) Use MSWORD to draw a flowchart to find the largest among three integers A, B, and C.
 (b) Draw an EXCEL chart (Stacked bar) for the following data.

Year	1992	1993	1994	1995	1996	1997
First	29	25	32	48	20	62
Second	35	28	43	37	43	33
Third	60	72	67	62	73	69

- (c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications:

- Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
- Second slide having a sound clip to play continuously with other slides.
- One slide with at least two different types of animation effects.
- At least three different types of transition effects.
- Rehearse timing to show automatically.

2. (a) Use MSWORD to draw a flowchart to find whether a given integer is prime or not.

- (b) Create a worksheet for annual rainfall in four districts of your state for four years using imaginary data and draw a chart (clustered column) for the same.

- (c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications:

- Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
- Second slide having a sound clip to play continuously with other slides.
- One slide with at least two different types of animation effects.
- At least three different types of transition effects.
- Rehearse timing to show automatically.

3. (a) Use MSWORD to draw a flowchart to print the Fibonacci series ≤ 100 .

- (b) Draw an EXCEL chart (stacked bar) for the following data.

Year	2000	2001	2002	2003
First Qtr.	45	56	67	88
Second Qtr.	48	58	62	81
Third Qtr.	42	52	69	84
Fourth Qtr.	44	54	65	86

- (c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications:

- Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
- Second slide having a sound clip to play continuously with other slides.
- One slide with at least two different types of animation effects.
- At least three different types of transition effects.
- Rehearse timing to show automatically.

3. (a) Use MSWORD to draw the following figure :



(b) Consider the following page of a bank passbook.

Date	Particulars	Deposit	Withdrawal	Balance
01/02/2000	Brought Forward			Rs. 20,000.00
02/02/2000	By Cheq.		Rs. 2,000.00	<formula>
03/02/2000	Transfer	Rs. 10,000.00		<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>

Fill up the cells for <date>, <particulars>, and <value>. Fill the appropriate <formula> so that during each deposit/withdrawal the balance appears automatically. Set the currency to Indian Rupees and draw a line graph for the balance against the date.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

4. (a) Use MSWORD to draw the following figure :



(b) Draw an EXCEL chart (Stacked bar) for the following data.

Year	1992	1993	1994	1995	1996	1997
First	50	55	52	48	59	62
Second	35	32	48	37	43	35
Third	60	72	67	62	73	69

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

6. (a) Use MSWORD to draw the following figure :



(b) Taking any EXCEL worksheet, record a macro for a set of five commands and run it.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

7. (a) Use the Mail Merge facility of MSWORD to send invitations (any occasion) to ten friends, each data record containing Name, House and Street, City with PIN, and State. Example — Robert Smith, 233 Bernard Shaw Street, Kolkata 700 099, West Bengal. The letter should be very short.

(b) Draw an EXCEL chart (Stacked bar) for the following data.

Year	1992	1993	1994	1995	1996	1997
First	50	55	52	48	59	62
Second	35	32	48	37	43	35
Third	60	72	67	62	73	69

(c) Prepare a Power Point presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

8. (a) Use the Mail Merge facility of MSWORD to print marksheet of ten students in the following format :

University of Gour Banga

Marked obtained by _____ <name> _____ in the
_____ <examination> _____ Examination, 2006

Theory	Practical	Total	Theory	Practical	Total	Percentage
1	1	1	1	1	1	1

(b) Create a worksheet for annual rainfall in four districts of your state for four years using imaginary data and draw a chart (clustered column) for the same.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

9. (a) Use the Tables in MSWORD and design a scoreboard for the Indian cricket team in any imaginary match.

(b) Draw an EXCEL chart (Stacked bar) for the following data.

Year	2000	2001	2002	2003
First Qtr.	45	56	67	88
Second Qtr.	48	58	62	81
Third Qtr.	42	52	69	84
Fourth Qtr.	44	54	65	86

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

10. (a) Use MSWORD to draw the fixtures for a knockout football tournament among eight teams with four teams in each pole.

(b) Taking any EXCEL worksheet, record a macro for a set of five commands and run it.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

11. (a) Design a simple front cover of an audio cassette (music album) containing at least three images (may be overlapped) and all text should be in WordArt format. Use your own imagination.
- (b) Consider the following page of a bank passbook.

Date	Particulars	Deposit	Withdrawal	Balance
1/10/2008	Brought Forward			Rs. 20,500.00
15/10/2008	By Cheq.		Rs. 2,000.00	<formula>
15/10/2008	Transfer	Rs. 10,000.00		<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>
<date>	<particulars>	<value>	<value>	<formula>

Fill up the cells for <date>, <particulars>, and <value>. Fill the appropriate <formula> so that during each deposit/withdrawal the balance appears automatically. Set the currency to Indian Rupees and draw a line graph for the balance against the date.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications:

- Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
- Second slide having a sound clip to play continuously with other slides.
- One slide with at least two different types of animation effects.
- At least three different types of transition effects.
- Rehearse timing to show automatically.

12. (a) Design the following paper cutting using MSWORD. Put any pictures in case a logo is too complicated. Paragraph-texts may not be typed in full.



(b) Draw an EXCEL chart (Stacked bar) for the following data.

Year	1992	1993	1994	1995	1996	1997
First	50	55	52	48	59	62
Second	35	32	48	37	43	35
Third	60	72	67	62	73	69

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications:

- Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
- Second slide having a sound clip to play continuously with other slides.
- One slide with at least two different types of animation effects.
- At least three different types of transition effects.
- Rehearse timing to show automatically.

13. (a) Design the following paper cutting using MSWORD. Put any picture in case a logo is too complicated. Paragraph-texts may not be typed in full.



(b) Create a worksheet for annual rainfall in four districts of your state for four years using imaginary data and draw a chart (clustered column) for the same.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

14. (a) Design the following paper cutting using MSWORD. Put any picture in case a logo is too complicated. Paragraph-texts may not be typed in full.



(b) Draw an EXCEL chart (Stacked bar) for the following data.

Year	2000	2001	2002	2003
First Qtr.	45	56	67	88
Second Qtr.	48	58	62	81
Third Qtr.	42	52	69	84
Fourth Qtr.	44	54	65	86

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications :

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

15. (a) Design the following paper cutting using MSWORD. Put any picture in case a logo is too complicated. Paragraph-texts may not be typed in full.



(b) Consider the following page of a bank passbook.

Date	Particulars	Deposit	Withdrawal	Balance
01/01/2009	Brought Forward			Rs. 25,000.00
02/01/2009	By Cash		Rs. 2,000.00	Rs. 23,000.00
03/01/2009	Transfer	Rs. 12,000.00		Rs. 11,000.00
<date>	<particulars>	<value>	<value>	<format>
<date>	<particulars>	<value>	<value>	<format>
<date>	<particulars>	<value>	<value>	<format>
<date>	<particulars>	<value>	<value>	<format>
<date>	<particulars>	<value>	<value>	<format>

Fill up the cells for <date>, <particulars>, and <value>. Fill the appropriate <format> so that during each deposit/withdrawal the balance appears automatically. Set the currency to Indian Rupees and draw a line graph for the balance against the date.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications:

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

16. (a) Design the following paper cutting using MSWORD. Put any picture in case a logo is too complicated. Paragraph-texts may not be typed in full.



(b) Taking any EXCEL worksheet, record a macro for a set of five commands and run it.

(c) Prepare a PowerPoint presentation with your own topic taking at least six slides with the following specifications:

1. Slide Master with (a) system time and date, (b) your name, (c) a texture background, and (d) a small semitransparent/watermarked image in the middle.
2. Second slide having a sound clip to play continuously with other slides.
3. One slide with at least two different types of animation effects.
4. At least three different types of transition effects.
5. Rehearse timing to show automatically.

2. (a) Design the paper cutting in MS-Word. Put any picture and ignore logo.



BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

PRESS NOTICE

The Executive Engineer (E), BSNL Electrical Division No. II, Kolkata, 309 C. R. Avenue, 2nd Floor Yogayog Bhavan, Kolkata-700012, invites on behalf of Bharat Sanchar Nigam Limited for sealed Tenders for the following work "S.I.T.C. of 80x15 KVA Diesel Engine Alternator Set in Silent Canopy for various BTS Sites (Phase-V) under Electrical Division-II-Kolkata."
For further details kindly visit our website at "www.wb.bsnl.co.in"

(b) Calculate the value of :

$$ab + bc + ca$$

where $a = 5$, $b = 6$ and $c = 7$ in MS-Excel.

(c) Prepare four slides as per specification :

- (i) Add date, time, slide number and your name at the bottom of each slide.
- (ii) Set 1, 2, 3 and 4 sec. duration of the slides respectively.
- (iii) Hide any one slide.
- (iv) Add a picture as a background image.

1. (a) Write a certificate using Mail-Merge for 5 student in MS-Word.

Format :

This is to certify that Master/Miss .

..... has passed in division.

(b) Draw the following multiplication table in MS-Excel

$$\begin{array}{r} 5 \times 1 = 5 \\ 5 \times 2 = 10 \\ \vdots \\ 5 \times 10 = 50 \end{array}$$

(c) Prepare four slides as per specification :

- (i) First slide should be title and subtitle slide.
- (ii) Add two pictures to second slide.
- (iii) Apply transition effects and animation effects
- (iv) Set 4 sec. duration for each slide.

4. (a) Design the given paper cutting in MS-Word. Put any clipart and ignore logo.



The BBJ Construction Co. Ltd.
(A Govt. of India Undertaking)
27, R.N. Mukherjee Road, Kolkata - 700 001
PH. NO. : 2248 2841-44, FAX : 2210 3961
WEBSITE : www.bbjconst.com

NOTICE INVITING TENDER

Sealed tenders in prescribed tender forms are invited from reputed Security Agency for deployment of Security Personnel at Bridge Project Site located at Munger (Bihar) as per the following details :-

1. Tender Notice no. : NIT/DGM (M&CP)/SECURITY/12 dated 26.11.08.
2. Date of issue : Between 26.11.2008 to 01.12.2008 during office hours.
3. Office of issue : DGM (M&CP), The BBJ Construction Co. Ltd., 27, R.N. Mukherjee Road, Kolkata - 700 001.
4. Last date of submission : Up to 01.00 PM on 02.12.2008.
5. For detailed tender document please visit BBJ Website.

(b) The basic pay of an employee is Rs. 9000/-, DA is 40% of basic pay, HRA is 15% of basic pay, medical is Rs. 100/-. Find the gross salary of the employee in MS-Excel. Use formula.

(c) Prepare four slides as per the specifications

- (i) Add one image and a title to the first slide.
- (ii) Add blue background to second slide and draw any autoshape.
- (iii) Use transition and animation effects.
- (iv) Display 'Thank you' in last slide.

3. (a) Write the following using 'Numbering' control in MS-WORD

1. Hardware
 - 1.1 Keyboard
 - 1.2 Mouse
 - 1.3 Monitor
2. Software
 - 1.1 Word Processor
 - 1.2 Spreadsheet

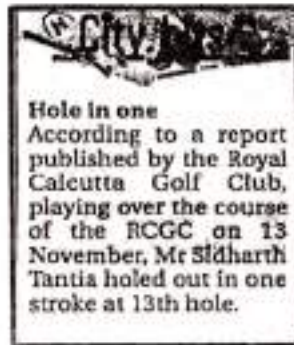
(b) A list of 10 numbers is given

10, 20, 50, 30, 60, 70, 90, 85, 65, 25

Find maximum, minimum and average of these numbers in MS-Excel.

(c) Prepare a presentation with graphics and text having four slides on any topic using Auto content Wizard. Apply transition and animation effects.

6. (a) Design the given paper cutting in MS-Word. Put any picture and ignore logo.



(b) Create a worksheet as shown below in MS-Excel

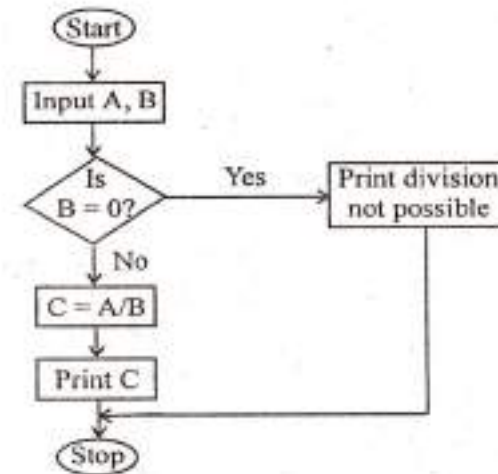
Product No.	Name	Price	Quantity	Cost
P001	CD-ROM	20	10	
P002	Modem	2000	2	
P003	Monitor	5000	5	

Find the cost column and hence find the total cost using function wizard.

(c) Prepare four slides as per the specifications :

- Add date, time and your name at the bottom of each slide and set 5 sec. duration of each slide.
- Use transition and animation effects.

5. (a) Draw the following flowchart in MS-Word



(b) Draw a line graph from the following data with title and legend in MS-EXCEL.

Year	Rice (in tons)	Wheat (in tons)
1980	65	50
1990	70	55
2000	60	80

(c) Prepare a presentation with text and graphic on any topic having four slides. Apply design templates to each of the slides. Use transition and animation effects.

8. (a) Draw the following figure in MS-Word



(b) Sort the following array on the marks of English in ascending order.

<i>Name</i>	<i>English</i>	<i>Maths</i>
Arnit	90	65
Madhu	60	75
Ram	95	80
Shyam	75	70

(c) Prepare a presentation with text and graphics having four slides on any topic. Apply transition and animation effects. Set the duration of each slide 5 secs.

7. (a) Write one paragraph in your document. Write 'computer' at the middle of the Header with red colour, Font size = 14 and font name = courier. Insert page no. at the middle of the footer.

(b) Rate and amount of five materials are given. Find total cost using MS-EXCEL

Rate/kg.	Amount (kg.)	Cost
5	10	
6	5	
9	30	
7	12	

(c) Prepare a presentation with text and graphics having four slides with the following specifications

- Add an image as the background of first slide.
- Add date and your name at the bottom of each slide.
- Set five sec. duration of each slide
- Hide any one slide.

10. (a) Design the given paper cutting in MS-Word.



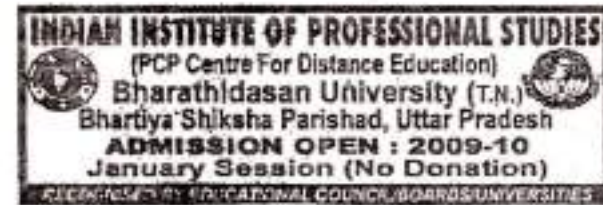
(b) Find the sum and average of the elements for the following array in MS-Excel.

2	5	3	1
8	10	9	2
10	15	6	5

(c) Prepare four slides as per the specification :

- First slide should contain one image and title.
- Add image as background to second slide.
- Use transition and animation effects.
- Set five sec. duration of each slide.

9. (a) Design the given paper cutting using MS-WORD. Put any picture and ignore logo.



(b) Calculate the value of :

$a^4 + b^4 - 4ab$ where $a = 2$ and $b = 3$ in MS-EXCEL.

(c) Prepare four slides as per the specification :

- Add date, time, slide number and your name at the bottom of each slide.
- Set five sec. duration of each slide.
- Apply transition and animation effects.
- Add red background to third slide.

2. (a) Reproduce the following using MS-WORD : 15

RAILWAY ELECTRIFICATION BHUBANESWAR		
Notice Inviting Tender		
Tender Notice No. : KBRE / EL / OT / 09-10 / 03, 19-10-09.		
Name of the work : Design, supply, erection and commissioning of 25kV feeder arrangement from Khurda Road to Sakthigopal (FP) in KUR-PUJ Section (balance work) "in KUR Division of E. Co. Rly."		
Estimated Cost (Rs)	E.M.D. (Rs)	Cost of tender paper (Rs)
7,25,603	14,520	2,080
Date & time of opening	Last date & time selling of tender paper	Last date / time of receipt of tender paper *
03-12-2009 & 16-30 hrs.	01-12-2009 & 17-00 hrs.	03-12-2009 / 16-00 hrs.

(b) Design a power-point presentation having four slides with animations. 15

(c) Draw a suitable graph for the following data :

City	Max (°C)	Min (°C)
Bangaluru	28	17
Siliguri	26	15
Delhi	31	17
Chennai	33	25
Hyderabad	30	18

15

1. (a) Reproduce the following using MS-WORD : 15

State Bank of India Local Head Office, Kolkata TENDER NOTICE	
Sealed Tenders are invited from reputed firms for manufacturing, supply, erecting, commissioning and testing of solar photovoltaic street lighting system in two-cover system.	
Tender notice and tender papers are available on the bank's website www.sbi.co.in from 29.10.09 to 07.11.09 alternatively from the office of AGM Premises & Estate Dept., 9th Floor, State Bank of India, LHO, 1, Strand Road, Kolkata - 700 001. For details, please see the Bank's above website. The Bank reserves the right to cancel tender at any time without any assigning any reasons to anybody.	
Asst. General Manager (Premises & Estate Dept.)	

(b) The following data is given. Draw a suitable graph for the same with a suitable heading : 15

Year	Rainfall (mm)
1970	250
1972	300
1974	280
1976	350
1978	400

(c) Design a power-point presentation having five slides including a master slide. 15

4. (a) The following data are given :

Year	Production (kg)
2000	800
2002	500
2004	600
2006	700
2008	500

Draw a line graph (Year vs. Production) using the above data. 15

(b) Reproduce the following using MS-WORD : 15

WBSETCL WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED (A Govt. of West Bengal Enterprise)	
EXTENSION OF TIME	
Ref : Tender Notice No. WBSETCL/Trans. Project/Tender/Line/08-09/04 Dt. 01.11.2008 invited by the Chief Engineer (Transmission Project), WBSETCL, Vidyut Bhawan, 10th Floor, A-Block, Salt Lake City, Sector-II, Block-DJ, Kolkata - 700 091 originally published in this newspaper on 01.11.2008. Last date of sale of tender paper, Submission of bid & Opening of bid are hereby extended upto 3 PM on 24.11.2008, upto 2 PM on 09.12.2008 & at 3 PM on 09.12.2008 respectively. All other terms and conditions of the original tender shall remain unaltered. Detailed information may be had from the above office & our Website www.wbsetcl.in	
Contact Toll Free No. 1800-345-3000 for Grievance or Information on Theft of Power	

(c) Prepare four slides with different transitions. 15

3. (a) Reproduce the following using MS-WORD : 15

URANIUM CORPORATION OF INDIA LIMITED (A Government of India Enterprise) Turamdih Mine, P.O. Sundarnagar, Dist. Singhbhum (S), Jharkhand - 832107	
(Phone 0657 2318001/02/03/04/05/06/07, Fax: 0657 2318010) No. UCIL/TMD/MIN/347/4 October 1, 2009	
CORRIGENDUM - I TO NIT NO. UCIL /TMD /MIN - 347	
"Date of issue of tender document", "Last date and time for issue of tender document", "Last date and time for submission of tenders (Both parts)", "Date of opening of tenders (Technical Part)" are amended as under:	
Name of the work	Development of Crushing & Hoisting Stations for Turamdih Mines Main Shaft
Date of issue of tender document	In stead of "22 nd September to 5 th October 2009", it should be read as "22 nd September to 12 th October 2009".
Last date and time for issue of tender document	In stead of "Up to 12:00 Noon on 5 th October 2009" it should be read as "Up to 12:00 Noon on 12 th October 2009".

(b) The following data are given : 15

Employee-no	Salary (Rs.)
101	30,000
110	45,000
115	40,000
105	60,000
120	50,000

Draw a suitable graph with descending order of employee-no. Give a suitable heading.

(c) Prepare five slides with a master slide using different backgrounds and foregrounds. 15

3. (a) Make a visiting card using MS-Word. 15
 (b) Make (three slides) slides for sea-sens. 15
 (c) If run rate of Sachin is 80, 90 and 46 in consecutive 3 years make average run rate of Sachin. 10

4. (a) Make an identity card. 10
 (b) Show how you create a slide (using ppt). 15
 (c) Short list student who get above 60% from the following chart. 15

Sub	Name	Full marks	Obtain marks
Maths	Ram	100	50
"	Shyam	100	40
"	Neha	100	65
"	Julfi	100	45
"	Harish	100	61

P-1(1+1+1)G/Pr/13

2013

COMPUTER SCIENCE (General)

Third Paper

(Practical)

Full Marks : 50

Time : Three Hours

The figures in the margin indicate full marks.

Practical - 40

Viva-voce - 10

1. (a) Make a result (Marks sheet) using MS-WORD. 10
 (b) Draw Pie-chart for the above result. 15
 (c) Create a template using power point. 15
2. (a) Do Mail-Merge for 5 relatives. 15
 (b) Make slide for well-known festivals (any four festivals). 15
 (c) Show the row-span and col-span using Excel. 10

7. (a) Make an identity card. 10
 (b) Create a template using ppt. 15
 (c) Create macro in Excel. 15
8. (a) Make a Marksheet in MS-WORD. 15
 (b) Show how you create slide using ppt. 15
 (c) Show the row span and col. span in Excel. 10
9. (a) Add footer containing page number. 15
 (b) Make a slide and give animation. 10
 (c) Write a letter for your absence and send it to your faculty, Principal, HoD. 15
10. (a) Make a visiting card.
 (b) Make slide for containing description of Durga Puja, Eid, X-mass.
 (c) If score of test England team is 290, 156, 592, calculate the avg. score.
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5. (a) Add Header containing page number in MS-Word. 10
 (b) Make template using ppt. 15
 (c) How to replace two word in a sentence using function. 15

Example :

"The quick brown fox jumps over the lazy dog".

After using function :

"The quick brown dog jumps over the lazy fox".

6. (a) Write a letter for your absence and send it to your faculty, HOD and Principal. 10
 (b) Make a slide and give animation. 15
 (c) Create a chart using Excel showing growth of industrial development. 15

Year	growth
2009	55%
2010	40%
2011	50%