

**PAPER-8.2  
INFORMATION TECHNOLOGY (Practical)**

Date: 16.12.2009

Time: 10am to 12.00pm

Max. Marks: 50

Duration: 2 hrs

**Read the instructions carefully:**

- 1] Use of Calculator is not permitted. Word or excel sheet may be used for calculations.
  - 2] File names and its details are to be indicated in the table given at the end of paper.
  - 3] Failure to save the file may result in loss of answer and marks.
  - 4] Question paper contains three parts:
    - a) MS Word
    - b) MS Excel
    - c) Power Point
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**PART A (MS WORD)****Q.1 Answer any two of the following questions; each correct answer carries 5 marks.**

Q.1 What are the steps to create a Microsoft word document with the following contents of format?

- Insert a table giving number of theory and practical sessions per block.
- Demonstrate the Auto Text feature of MS-WORD.

Q.2. Create a list of 10 best friends. Create a Thank You letter. Use Mail Merge feature of MS-WORD to create a Thank You letter for each of your friends from the above two files.

Q.3 Manager of the Big Apple (P) Ltd Company wants to call a meeting with the dealers to take stock of pending collections. Write down a fax using FAX wizard of MS WORD to urgently call the all the dealers.

Q.4 Research laboratory head needs the following items to be purchased from M/S Raj InfoTech Ltd,

- a) Samsung make TFT 17" Monitor, qty 15, Rs 10000/- each as per Quotation
- b) Hard Disk (SATA) 160 GB, qty 15, Rs 6000/- each
- c) Logitech Make Web Cam, qty 15, Rs 1000/- each.

In this quotation M/S Raj InfoTech Ltd has ensured 5 % discount on total bill amount. The sales tax is 2%. Full payment is made at the time of placing the order. All the items should carry a warranty of three years from the date of purchase order. Prepare purchase order containing item details, condition mentioned.

Q.5 Write a macro that is run using the shortcut Ctrl+F for formatting the files as

- Change the left margin of entire files as 2.0 inches.
- Change the line spacing to 2 (Double).
- Change the format of file in 3 columns.

## PART –B (MS EXCEL)

Answer **only two** questions from the following.

**Q.1** is compulsory carries **20 Marks**. Attempt any one from remaining questions for 10 marks

Perform following calculation in MS-Excel.

Places	Target	Production	Achievement	Grade
Dolakha	4800	6000	125%	
Sindhupalchwok	5000	4500	90%	
Kavrepalanchwok	5000	5000	100%	
Average	4933.33	5166.67	104.73%	

Tasks:

- a. Calculate grade. A+ for more than 100% achievement; A for 100% achievement and B for below 100% achievement.
- b. Create a bar chart to show the target and production of three places under observation.

**Q.2** A Leading pump manufacturing company has target for new financial year 20010-11 is to sell 10000 pumps. Price of pump is Rs78990-. All the parts of the pump are manufactured in house having setup cost Rs. 200 Lakhs and variable cost per pump is Rs.10000/-

Find out profit loss in year 20010-11 if company achieved its target.

**Q.3** The following are the salaries of five employees

Pay Roll No	Name	Salary Rs.	Part time Rs.	Accounts
1011	Prasanna	10000	900	1800
1012	Anitha	14000	800	1600
1013	Ravi	18000	700	1700
1014	Saritha	15000	600	1600
1015	Mallika	17000	500	1800

Using Conditional Formatting list out employees who got

- a) Less than Rs. 15000 as salary
- b) More than Rs. 700 as Part time
- c) Between Rs. 1600 and Rs. 1800 as Arrears.

**Q.4** Create a File in MS EXCEL to store following records.

Name	Sex	Post	Salary	Telephone
Ram Prasad	M	m.d.	20000	4333178
Lokendra bhatta	M	Director	15000	4330375
Pratibha parajuli	F	d. director	14000	5525417
Shanti gurung	F	Manager	12000	4254588
Manoj karna	M	Officer	10000	6524587

Create two queries; one to display the salary of female staff and another for male staff.

**PART –C (POWER POINT)**

Answer any one question which carries 10 marks.

**Q.1** Show the performance in terms of profit and turnover of soft drinking manufacturing company for following data and plot on XY scatter curve

1	2	3	4	5	6	7	8	9
48	67	50	46	66	55	45	67	68

**Q.2 A)** Create 5 Slides on “Polio immunization” and execute the following by using Action Buttons for all the slides to link them

- Link first slide with the third
- Link second slide with fifth
- Link third slide with fourth

B) Create 4 Slides on annual day of your college and perform the following:

- Give Header and Footer
- Give Background Color
- Insert Picture from Clip Art
- Insert Slide Numbers

**Table given has to be filled by the student (details of file created)**

Q. No	Drive	Folder	File name	Work sheet if any	Marks awarded (to be filled by the examiner)

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