

## COMPUTER SKILL TEST

**TIME: 1 hour**

**Max Marks: 70**

**Note:**

- 1) Attempt all questions.
- 2) Perform the practical exercise(s) on computer system. Save the answer to each part of these questions (for taking printout) as per instructions given to you in the practical examination hall. Make suitable assumptions wherever required.
- 3) Do not put any identification mark (Roll No, Name, etc) concerning you in any answer to the question.
- 4) Instructions for uploading the answer.
  - Open the Task Folder in the allotted PC.
  - Enter the Roll Number in the space provided.
  - Rename the Folder as per the allotted Roll Number.
  - Work out the job as per the question paper.

*The figures in the right-hand margin indicate marks*

**Q. No. 1 Write the answers in a word document.**

**(2 X 10)**

- a) Write the full form of HTTP.
- b) Write the general format of an E-mail address.
- c) Write steps for sending an E-Mail.
- d) Write down steps for accessing the internet through an ISP (Internet Service Provider).
- e) What do CC and BCC mean in E-mails?
- f) Give the name of any Four Internet Browsers.
- g) Write the name of any two commonly used E-Mail servers.
- h) Write the full form of the URL.
- i) Which protocol allows files to be transferred from one computer to another computer?
- j) Write the full form of SMTP.



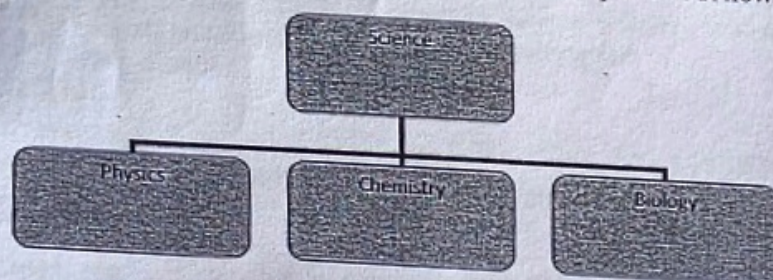
- Q. No. 2** a) Create a new slide with a 'Comparison' layout in MS PowerPoint. (3 X 5)  
 b) Insert the shape 'triangle' in the left portion and oval in the right portion of the above slide.  
 c) Write text OSSC in the triangle and BHUBANESWAR in the oval.  
 d) Rotate the triangle and oval by 90 degrees in the right direction.  
 e) Insert the system date and time in the title box of the slide.

- Q. No. 3** Create an MS PowerPoint file and perform the following operation on it. (2 X 5)

- a) Add the first slide 'Slide 1' with the following data

Sachin	120
Sourav	58
Rahul	111

- b) Create a pie chart as per the above data in 'Slide 2'.  
 c) Add a third slide and insert Smart Art Graphics as follows:



- d) Add the next Slide and add the following 'Course Name' in the given bullets:

- ❖ BSc
- ❖ MBA
- ❖ MCA
- ❖ LLB

- e) Add the next slide and insert the following figure on it.





Q. No. 4 a) Type the following worksheet in Ms-Excel:

(3 X 5)

Emp. No.	Name	Basic Salary	House Rent	Conv. Allowance	Medical Allowance	Gross	Tax	Net
1	ABC	8000						
2	XYZ	3500						
3	KLM	8900						
4	WXY	4500						
5	MNO	6500						
6	PQR	4000						
7	STU	7800						

(b) Calculate House Rent (if Basic Salary is greater than 5000 then 45% otherwise 30%) and Conv. Allowance (if Basic Salary is greater than 5000 then 30% otherwise 20%).

(c) Calculate Medical Allowance (if Basic Salary is greater than 5000 then 60% otherwise 45%) and Gross Pay.

(d) Calculate Tax (if Gross is greater than 15000 then 10% otherwise 0) and Net Pay (Net Pay = Gross Pay - tax)

(e) Calculate the total salary of those employees whose salary is less than 5000 and Count no. of employees who are not giving tax.

Q. No. 5

(2 X 5)

Create a worksheet in MS Excel with fields- ROLL\_NO, STUDENT\_NAME, SUB1, SUB2, SUB3, TOTAL\_MARKS, and PERCENTAGE and enter the following data of five students.

ROLL_NO	STUDENT_NAME	SUB1	SUB2	SUB3	TOTAL_MARKS	PERCENTAGE
11	Rama	88	67	98		
12	Hari	69	77	59		
13	Jadu	95	81	90		
14	Shyam	80	75	79		
15	Nikita	90	77	83		

b) Calculate TOTAL\_MARKS and PERCENTAGE of each student (Where the maximum mark of each subject is 100).

c) Arrange the above table in descending order on the basis of PERCENTAGE.

d) Covert the Text Alignment of the whole table in the Right (Indent).

e) Insert a Stacked Column chart of the above table and display it in the same sheet without overlapping.