

SET-A

HUMAN LIFE CENTRE

Subject: MS Office Practical

Mark: 60

Duration:1.50 hrs.

Name:

System No:

Regd. No:

1. Type the following document in Microsoft Word using tables, merge cells and outline numbering. Save the file with your name and put it in **My document**. [20]

2.

Type of Device	Device	Categories
1) Input Device	a) Keyboard	
	b) Mouse	
2) Output Device	a) Monitor	i) Normal
		ii) Flat Screen
	b) Printer	i) Dot Matrix
		ii) Laser
iii) Ink Jet		
iv) Thermal		
3) Storage Device	a) Diskette	
	b) Optical Disk	i) CD-ROM
		ii) DVD
	c) Hard Disk	
d) Magnetic Tape		

Prepare the following sheet according to the instructions given. Save the file with your name and put it in **My document**. [25]



Roll No	Student Name	Hindi	English	Math	Physics	Chemistry	Total	Average	Grade
1	RAM	20	10	14	18	15	?	?	?
2	ASHOK	21	12	14	12	18	?	?	?
3	MANOJ	33	15	7	14	17	?	?	?
4	RAJESH	15	14	8	16	20	?	?	?
5	RANJANA	14	17	10	13	18	?	?	?
6	POOJA	16	8	20	17	15	?	?	?
7	MAHESH	18	19	3	10	14	?	?	?
8	ASHUTOSH	19	20	7	14	18	?	?	?
9	ANIL	22	13	8	12	19	?	?	?
10	PREM	26	12	10	11	27	?	?	?

Q.1 Find Grade Using If Function - If Average Greater >15 then "A" Grade otherwise "B" Grade [5]

Q.2 How Many Student "A" and "B" Grade? [5]

Q.3 Count how many Students?[5]

Examiner's Remark:

SET-B

HUMAN LIFE CENTRE

Subject: MS Office Practical

Mark: 60

Duration:1.50 hrs.

Name:

System No:

Regd. No:

1. Create a presentation that consists of 4 slides. [2]

Slide 1: Title: **“Classical dances of India”** [6]

Subtitle: BY: **“Your Name”**

Slide 2: Bharatanatyam [6]

- Bharatanatyam is an Indian classical dance form that originated in Tamil Nadu, India.
- It is a classical dance form recognized by the Sangeet Natak Akademi, and expresses South Indian religious themes and spiritual ideas of Hinduism and Jainism.

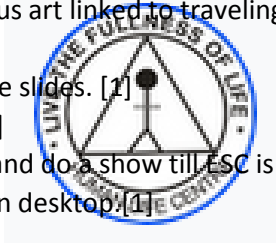
Slide 3: Odissi [6]

- Odissi is an Indian dance genre that originated in the province of Odisha in eastern India.
- The ancient dance has its origins in Odisha’s Hindu temples.
- It is the fifth in the 8 classical dance forms of India.

Slide 4: Kuchipudi [6]

- Kuchipudi is a dance-drama performance, with its roots in the ancient Hindu Sanskrit text of Natya Shastra.
- It developed as a religious art linked to traveling bards, temples and spiritual beliefs, like all major classical dances of India.

- a. Do separate background colors for all the slides. [1]
- b. Set different transition for each slide. [1]
- c. Set different animation for each object and do a show till ESC is pressed [1]
- d. Save the file with your name and put it in desktop.[1]



2. Create a database “Student”. Also create table “studtable” and execute the following queries. Save the file with your name and put it in My document. [15]

SRollno	Sname	English	SL	FA-I	BE	BOM	IT
101	Rajendra	75	85	90	85	86	90
102	Arvind	88	75	95	80	82	85
103	Krishna	89	77	82	78	82	86
104	Harish	75	72	70	65	60	77
105	Rajesh	86	85	81	80	89	90

- a) Sort the data by Sname [5]
- b) Show all the information like SRollno and Sname of all the students.[5]
- c) Save the file with your name and put it in desktop.[5]

Examiner’s Remark: