



GURU DRONA INSTITUTE OF COMPUTER EDUCATION

(A Division of Brilliance Education)

ISO 9001-2008 CERTIFIED

Question Paper

Computer Basic (DOA,COA,BOC)



ISO 9001:2008

Exam Code : GDICE/SESS23

Time: 2 hours

Marks: 100

PART-I

MS-Word

1. Create a document and (Practical Lab)
 1. Apply hyperlinks
 2. Apply header/footers
 3. Create Hyphenation
 4. Insert new row and fill data
 5. Resize rows and columns
 6. Table of Content
 7. Caption
 8. Index

PART-II

MS-Excel

2. Generate the following worksheet (Practical)

NAME	HINDI	ENGLISH
Anuj	67	87
Raj	49	45
Deep	40	12
Ravi	74	58
Meenu	61	49
Divya	57	99
Pankaj	45	10

and do the following:

- a. Apply if-and Formula and find Result of every Student.
- b. Compute the Grading system of every student.



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PART-III

20

MS-Access

3. Create a Student database in Design View, by entering data.(Roll no, DOB, Father name, Subject, Marks). (Practical Lab)

PART-IV

MS-PowePoint

4. Create any one Presentation (Practical Lab) **20**