



# GURU DRONA INSTITUTE OF COMPUTER EDUCATION

(A Division of Brilliance Education)

ISO 9001-2008 CERTIFIED

Question Paper  
**Computer Basic**



ISO 9001:2008

## MS-Word

20

1. Create a document and (Practical Lab)
  - a. Put Bullets and Numbers
  - b. Apply various Font parameters.
  - c. Apply Left, Right, and Centre alignments.
  - d. Apply hyperlinks
  - e. Insert pictures
  
2. Create a student table and do the following: (Practical Lab)
  - a. Insert new row and fill data
  - b. Delete any existing row
  - c. Resize rows and columns
  - d. Apply border and shading
  - e. Apply merging/splitting of cells

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## **PART-III**

## MS-Excel

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3. Generate the following worksheet (Practical & Written)

Roll No.	Hindi	English	Math
2050	67	78	88
2051	49	67	55
2052	40	35	12
2053	74	90	99
2054	61	78	69
2055	57	56	59
2056	45	48	72

and do the following:

- a. Create chart of the marks.
- b. Compute sum of marks using sum function.
- c. Compute average of marks.
- d. Show pass or fail if marks are above 50 or less than 50
- e. Put header and footer in the spread sheet.



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**or**

4. Generate Salary statement of an 10 employee ( Emp name, Designation, Salary,  
City) (Practical Lab) 20