



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/SESS2019/APRIL-2019

Marks: 100

Time: 2 hours

PART-I

MS-Word

Please save this file naming as - [your name](#).Part I.

35

1. Create a document and Solve the following question :
 - a. Create any one Text Reflection.
 - b. Bullets and Numbers: Multilevel List.
 - c. Insert Chart for minimum 5 subject marks of Student.
 - d. Superscript & Subscript.
 - e. Create three columns from any paragraph.

or

2. Create a document and Solve the following question.
 - a. Create a paragraph border.
 - b. Apply merging of cells in any Table.
 - c. Create a Table of Contents.
 - d. Create an Index.
 - e. Mail Merge.

35

PART-II

Please save this file naming as - [your name](#).Part II.

MS-Excel

3. Generate the following worksheet (Practical & Written)

35

Roll No.	Hindi	English	Science
2010	67	56	34
2011	49	78	89
2012	40	45	76
2013	74	39	29
2014	61	55	99
2015	57	20	77
2016	45	80	88

and do the following:



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- Create chart of the marks.
- Compute sum of marks.
- Compute average of marks.
- Show pass or fail (passing marks ≥ 33 , fail below < 33).
- Put header and footer in the spread sheet.

Or

4. Solve the following function:----- 35
SUMIFS , HLOOKUP , VLOOKUP , IF OR , MAX , COUNT

PART-III

MS-Powerpoint

Please save this file naming as - [your name](#).Part III.

5. Create a Product->Mobile Presentation for sale purpose which contain minimum 4 slides (including animation) 15

PART-IV

MS-Access

Please save this file naming as - [your name](#).Part IV.

6. Create following fields given Below in MS-Access 2010. 15

Student Name, Father Name, Date of Birth, Subject, Marks.