SKILL TEST IN COMPUTER (PRACTICAL)

Time : 1 hour

Full Marks : 50

The figures in the right-hand margin indicate marks.

*Answer **all** questions.*

General Instruction

[A] Candidates will save the answers on Desktop only by giving their Roll No as the File Name. All the files should be kept in a folder with Roll No as Folder name.

[B] Candidates are required to collect the print out in separate papers (after the examination) for all the answers with help of the invigilator and hand over the same to the invigilator after giving his / her full signature and Roll No. at the bottom of each page.

1. Type the following sentences in to a word file. Enter more words when required to make it a well-structured paragraph. Then do typing as disired below. 10

"There are different types of computer systems nowadays for different purpose according to the user needs. However, we can classify them into different groups based on different aspects. We can find four different types of computers based on size. Large computers. These are large computers that are most powerful. They can complete tasks very soon and are optimized to complete given tasks quickly. Mainframe Computers. These are the largest computers and can support hundreds of users simultaneously. These are powerful computers and optimized to run maximum number of applications at one time. Medium sized computers. These are smaller than mainframe but much larger than personal computers. They can be the best solution for medium scale organizations. Micro Computers. Micro computers are the smallest when size is concerned. They range from Desktop, Laptop up to the palm top and even smaller ones. Because micro computers are developed to support single person, they are often called personal computers (PCs)."

Tasks :

Divide 4 paragraphs for the above text and justify Alignment.

Make Drop Cap the first letter of the second paragraph.

Make 1.5″ line spacing for third paragraph.

Change font size on 17 points for the last paragraph.

Apply numbers for the last two sentences for 4th paragraph.

Set up the page layout on Landscape orientation and set up 1.5″ and Right 1.05″.

2. Create a database named "school.mdb" and perform the following tasks : 10

(a) Create a table named "student info" having following table structure.

Field Name	Date type	Description
Class	Number	
Section	Text	
Roll no	Number	
Name	Text	40 characters long
Status	Lookup wizard	Two values : "Senior", "Junior"
Photo	OLE object	Photos of students
DOB	Date / time	Date of birth of students
Remarks	memo	

(b) Fill at least 3 records.

(c) Prepare a query to display all records and Name should be in ascending order.

(d) Prepare a query named "senior" to display records including fields name, class, section, roll no. status, photo and value of "status" field must be senior.

(e) Prepare a form of above query "senior".

(f) Prepare a report of all the roelds of above table.

3. **Design a Spreadsheet with following specification.** 10

Salary Record for the month of January, 2022. There are 31 working days in January.

Sl	Name of Employee	Basic Salary	Attendance Days	Salary of Month
1	Ashok Parija	Rs. 45,000.00	31	
2	Binay Panda	Rs. 30,000.00	28	
3	Raghuveer Patra	Rs. 25,000.00	29	
4	Chittaranjan Sahoo	Rs. 55,000.00	25	
5	Diganta Nayak	Rs. 15,000.00	30	
			Total Salary	

(a) Calculate the salary of the month for each employee based on their attendance days.

[Hint : Salary of Month = (Basic Salary / Working days in January) x Attendance Days]

(b) Calculate total salary for all employees using formula.

(c) Calculate average basic salary of an employee using formula.

(d) Arrange employees in ascending order of their name.

(e) Create a bar graph to compare the salary of the month of each employee.

4. **Prepare a power point presentation as specified below.**　　　　10

(a) Add a new cover slide, give the title as "Computer Skill Test" with font face Arial and font size 24.

(b) Add a new Slide and Put Slide Title as "Tourist Places in Odisha" and add 5 places of Odisha with bullets. (e. g. Bhubaneswar, Puri, Paradip, Bhitarkanika, Chandipur)

(c) Change the font and style for all 5 places. (of your choice)

(d) Create a new slide and give the slide title as city population.

(e) Insert a bar chart showing following data in the chart.

City	Population
BHADRAK	1,506,522
KENDRAPARA	1,439,891
JAGATSINGHAPUR	1,136,604
CUTTACK	2,618,708

(f) Open Slide Master and insert your name in the footer of master slide. Apply the footer to all slides of the presentation.

(g) Do the print setup as 2 slides per page.

5. **Create a blank MS Access database and do as follows :**　　　　10

(a) Create a table named 'Tbl_Applicant' with following fields using Design View only.

(i) Field name : ID, Data Type : Auto Number

(ii) Field name : Applicant_Name, Data Type : Short Text, Size – 100

(iii) Field name : DOB, Data Type : Date Time, Format – DD-MM-YYYY

(iv) Field Name : Roll_No. Data Type : Short Text, Size – 10

(b) Create another table named 'Tbl_Marks' with following fields :

(i) Field name : ID, Data Type : Auto Number

(ii) Field name : Applicant_Id, Data Type : Integer, Size – 100

(iii) Field name : Subject, Data Type: Short Text, Size – 100

(iv) Field Name : Marks, Data Type : Decimal Number with one decimal point

(c) Create one-to-many relationship between following two fields :

(i) Tbl_Applicant. ID → Tbl_Marks. Applicant_Id

(d) Create a query using Query Design tool and select following fields :

(i) Tbl_Applicant. Applicant_Name

(ii) Marks. Subject

(iii) Tbl_marks. Marks

(e) Open the SQL. View of the query and copy the query and past in your answer book.

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