PAPER - 8.2 (OLD)
INFORMATION TECHNOLOGY (Practical)

Date: 17.06.2015   Max Marks: 50

Time : 10.00 a.m. to 12.00 p.m.   Duration: 2 Hrs

Instructions:
1.   Use of calculator is not permitted. Word or Excel sheet may be used for calculations.
2.   File names and its details are to be indicated in the table given at the end of paper.
3.   Failure to save the file may result in loss of answers and marks.
4.   Question paper contains three parts:
     a) MS –Word   b) MS – Excel   c) Power Point

PART A (MS - WORD)

Answer any 2 questions from the following. (Each question carries 10 marks)

Q.1   A PQR manufacturing company has stated the following rules to prepare an invoice:

On the orders booked on or before 16-07-2005, offer a discount of 8% on the

items listed and displayed in the advertisements. Additional 2% discount is offered

to the appointed dealers. To prepare an invoice identify the conditions and actions taken

on condition.

Q.2. Create a list of 7 best candidates. Send the temporary appointment letter using Mail

Merge features.

Q.3 Prepare a business letter to your customer promising to attend to his complaint

immediately. Use page setup, formatting features, etc.

PART B (MS - EXCEL)

Answer any 2 questions from the following. (Each question carries 10 marks)

Q.4 Write formulas for the operations based on the spreadsheet given below along with the relevant cell address:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Swati	70	80	87	--	--
3	2	Shruti	90	98	89	--	--
4	3	Neelu	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Shreya	50	45	67	--	--
7	Max				--		
8	Total		--				

a) To calculate the Total Marks as sum of Science, Maths & Computers for each student and display them in column F.
b) To calculate the average marks for each student and display them in column G.

c) To calculate the highest marks in Computers and display it in cell E7.
d) To calculate the total number of students appearing for the Science test and display it in cell C8.

Q.5 Prepare a salary slip using MS EXCEL for following payment structure.

Basic Pay : 10000/-
Merge: 50 % of Basic (4000/-)

DA: 47% of Basic+Merge(5640/-)

HRA: 30% of Basic+Merge(3600/-)

TA: 800/-

Special Allowance: 2000/-

Professional Tax deduction: 250/-

Q.6 Create a 5 employees pay sheet with following columns.

1. Calculate 30% HRA, 15% DA on Basic
2. Calculate 12% PF, 2% Tax on Basic
3. Calculate Total Allowances, Gross Salary, Total Deductions and Net Salary
4. Draw Pie Chart – use Name & Basic column only.

PART C (Power Point)

Question carries 10 marks.

Q. 7 Create a power point presentation comprising the content as mentioned in the sample
        slide with formatting (Bold, Underlining, Italics and Alignment) and following guidelines:

a)   Two power point slides using the default slide type having 2 sections "Add Title" and
    "Add Subtitle". The text/content should be aligned as per the sample slide. Each of the slides shall
     comprise of the equal content approximately.

b) Reproduce the content as mentioned in the sample below by using "Verdana" as the font type for
     both "Title" as well as "Subtitles" along with the font size of "54 Point"
     for the Title and the font size of "24 point" for the "Subtitle (Text)". The title should in "Bold" also.

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