Answer either Group A OR Group B

GROUP A

[Candidates, who are attempting Group A, follow the instructions stated in the Corresponding Notice (namely, Instructions for IT Practical Examination 2020_NOTICE239 in www.gccbaexam.in) to submit your answer scripts]

Answer the following questions: **(Full Marks: 2 x 20 =40)**

1. **F**or writing any formula is excel in a cell, we give
a. Minus symbol
b. Equals to symbol
c. Division symbol
d. Write the formula directly without putting any symbol at the start

2. To add contents of the cells B1 to B10, we use the formula
a. =Sum(B1:B10)
b. –Sum(B1:B10)
c. /Add(B1:B10)
d. =Add(B1:B10)

3. To get a print out of a table created in Excel in a proper table format as shown in the picture, we use:
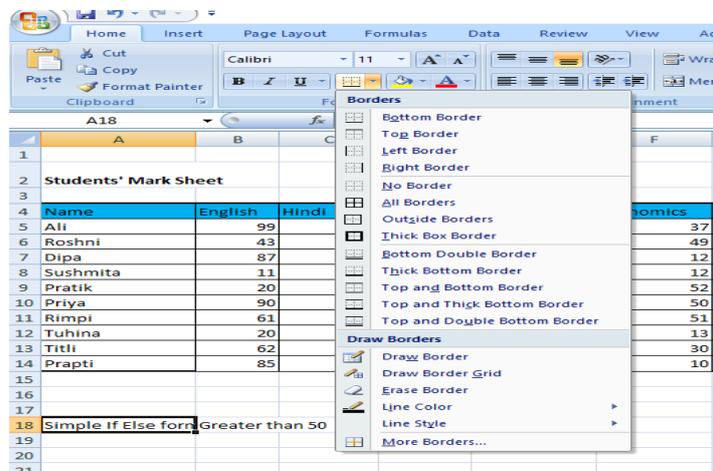
a. Bottom border
b. Top border
c. Let border
d. All Borders

4. What would be the formula if you want to instruct the computer to write "Fail", if the content of the cell B2<30, or "Pass" in all other cases.

   a. =IF(B2<30,"Fail", "Pass")

   b. =IF(B2>30,"Fail", "Pass")

   c. =IF(B2<30,Fail, "Pass")

   d. =IF(B2<30,Fail, Pass)

5. If you want to cut the content of a cell, the short cut for that is:

a. Press Ctrl + C

b. Press Ctrl + X

c. Press Ctrl + Z

d. Press Ctrl + B

6. The short cut, Crtl + F:

a. Finds a particular text

b. Finds and replaces a particular cell with the desired text

c. Replaces a particular text

d. Copies a particular text

7. In MS PowerPoint presentation, if you want to change the order of appearance of a particular bulleted point, you will use:

a. Slide Show

b. Design

c. Layout

d. Custom Animation

8. Which of following **cannot** be done in MS PowerPoint:

a. Insert a picture

b. Change layout of the slide

c. Change font in a slide

d. None of the above

9. Which one of the following is font style in MS Word?

a. Bold

b. Italic

c. Regular

d. All the above

10. Which function key is used to "Spell check selected text and/or document" in MS Word?

 a. F5

 b. F6

 c. F7

 d. F8

11. Which option checks for sentence fragments in MS Word?
 a. Spelling check
 b. Grammar check
 c. Word check
 d. None of the above

12. Shortcut key for centre alignment of selected text in MS Word is:
   a. Ctrl + A
   b. Ctrl + E
   c. Ctrl + B
   d. Ctrl + D

13. The space left between the right or left margin and the start of a paragraph, in MS Word, is called:
   a. Spacing
   b. Indentation
   c. Gutter
   d. Align

14. A large capital letter at the beginning of a paragraph that, typically, has the depth of two or more lines of normal text, in MS Word is known as:
   a. Capital
   b. Drop Cap
   c. Header
   d. Clip Art

15. The section of a MS Word document that, when set, appears at the bottom margin is known as:
   a. Endnote
   b. Bottomnote
   c. Footer
   d. None of the above.

16. Which of the following statement is not true?
   a. From **Insert** menu choose picture and then File to insert picture in your slide.
   b. You can copy picture from one slide onto another.
   c. You can copy picture from one power point file onto another power point file.
   d. None of the above.

17. In MS Power Point, (Function + F5) is the short cut key combination used to:
   a. Open a power point file
   b. Insert a table
   c. Start a slide show
   d. none of the above

18. Using a hyperlink in MS Word document you can:
   a. create a link to a webpage
   b. create a link to a picture
   c. create a link to an e-mail address
   d. All of the above

19. Which of the following key combination is used to start a slide show from the current slide?
   a. Shift + Function + F5
   b. Function + F5
   c. Function + f4
   d. Shift + Function + F4

20. Which one from the following options depicts the MS Power Point specified speed modes that you can set for your custom animation in your MS Power Point presentation?
   a. slow
   b. slow motion
   c. very slow
   d. Only (a) & (c)

OR

GROUP B

Candidates, who are answering Group B, must follow the following instructions:
1. Save both of your working files. The name of the file should be "SUBJECT CODE _C.U. ROLL NO." The subject Code for IT Practical is ITABPR. For example, if the subject is IT Practical, then the file name should be "ITABPR_XXXXXX - XX - XXXX".
2. On an A4 size paper write the Name of the Subject at the top, C.U. Roll No. & C.U. Registration No. as per the Format given in the Admit Card. Scan the page and save with the same naming format as above, i.e. "SUBJECT CODE _C.U. ROLL NO."
3. Attach all the three files [one scanned as stated in point 2 in the above and two working files as in point 1 in the above] in a single mail and then send to the corresponding e-mail id as stated in the corresponding notice (namely, Instructions for IT Practical Examination 2020_NOTICE239 in www.gccbaexam.in).

Answer Any TWO of the Following Questions
Full Marks: 20 x 2 = 40

Q. 1. Prepare a presentation in MS PowerPoint on topic of your choice containing at least 5 slides following these instructions:
   a.   Use the font Times New Roman.
   b.   Make the Text in the first slide appear in Bold with font size 50
   c.   Put some points in slide 3, colour the text in Maroon and make it appear one by one with the click of a mouse to attract viewers' attention.
   d.   Insert any picture related to your topic in Slide 4

Q. 2. Create a Curriculum Vitae using MS Word following the instructions given below:

a.   Use Table feature for the same.

b.   Bold & Italicize your Name.

c.   Insert a representative picture of passport size (approximately).

d.   Add number lists for your skill set and hobbies.

e.   Adjust the line spacing to 2.0

f.   Change font style to your choice.

g.   Keep font size of 14 all throughout.

Q. 3. Prepare a Student Grade Report using MS Excel following the instructions given below:

a. The Excel Table, for example, may be of the following format:

STUDENT NAME	SUBJECT 1	SUBJECT 2	SUBJECT 3	SUBJECT 4	SUBJECT 5	TOTAL MARKS	GRADE
student 1							
Student 2							
student 3							
student 4							
student 5							

b. Number of subjects are 5 of 100 marks each.

c. Use Autosum to calculate the total marks obtained by each student.

d. Use **If function** to Determine the Grade as "P" for Pass or "F" for Fail.

e. Pass mark in Total mark for each student is 150.