Sardar Patel Institute of Public Administration

Practical Exam on CCC+

Exam Time: 11.30 am – 01.00 pm   **Roll No. 19.**   **Exam Date: 09.08.2007**

Total Duration : 90 Minutes   **Total Marks : 50**   **Passing Marks : 25**

Note

- Candidate has to attend any two questions out of the given three questions of 5 marks each in Question No. 1.
- Candidate has to attend any four questions out of the given five questions of 10 marks each in Question No. 2

Question 1: Attempt any two out of the following three   **Total Marks 10**

(A)   **5 Marks**

- Create a folder of your **name**, followed by your **Roll No.** on the **desktop** of your computer, **e.g.** : If your Name is **Ronak** and your **Roll No. is 01** the folder name should be "**Ronak01**"
- Set the **Background** of the **desktop** of your computer as "**Azul**"

(B)   **5 Marks**

- Convert the file named **gujarati - Krishna.doc** located at **C:\Program Files\TBIlConverter** to **shruti** fonts using **TBIL** converter and save the file in the **folder** created on the **desktop** of your computer.

(C)   **5 Marks**

- Copy file named "**winter. jpg**" located in the **My Picture Folder** in My Document of your **Computer** to your **folder** created on the **desktop** of your computer.

Question 2: Attempt any four out of the following five   **Total Marks 40**

(A)   **10 Marks**

- Create a file in **MS-Project** and **save** it by the name "**Town Planning**" in your folder created on the **desktop** of your computer.

1. Set calendar having 6 working days.
2. Set project finish date 31-Aug-2007.
3. Insert the following tasks.
   1) Select site.
   2) Select type of town.
   3) Create plan
   4) Arrange architect
   5) Start working.
4. Set last task as milestone.
5. Set predecessors for all the tasks.

(B) **10 Marks**

Create a following table using MS Excel

Player	Runs in Match 1	Runs in Match 2	Runs in Match 3	Total	Average
Sachin	55	101	54		
Lara	45	21	34		
Gayle	94	12	34		
Dravid	88	76	43		

Note

- Find the **Total score** of all the players using **formula** or **function**
- Find the **Average** of all the players using **formula** of **function**
- Make a **pie chart** comparing **Total** of all the **four players**
- **Header** of the worksheet should be "**CRICKET**"
- **Save** the file with the name "**Cricket**" in your **folder** created on the **desktop** of your computer.

(C) **10 Marks**

- Send **E-mail** of at least one line with attachment to pratik@yahoo.com and copy to cccexam@yahoo.com using MS Outlook 2003 or Outlook Express with signature displaying your **name** and **Roll Number**.

- Using **Search Engine** on the **Internet**, collect some **information** and **picture** of "**Mohammad Rafi**" and **paste** the same in a **word file**. **Save** this file by the name "**Rafi.doc**" in your **folder** created on the **desktop** of your computer

(D) **10 Marks**

Prepare the following table in MS Word

No.	Name	English	Gujarati	Math	Total
1	S.M.Patel	44	55	34	
2	P.R.Sharma	55	45	43	
3	H. G. Mehta	66	78	45	
4	P. K. Doshi	87	34	43	

Notes:

- Find **Total** using **formula** from the **table menu**
- Give **Header** as "**CCC EXAM**" and assign **Page Number** in the **footer**
- Set **page orientation** as **landscape** and **Left and Right Margin as 1.5 inches.**
- **Format** the **table** using **Table AutoFormat**
- **Save** this file by the name "**marksheet**" with **password** to open as **CCC** in your **folder** created on the desktop of your computer.

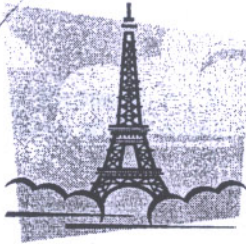**Create a MS PowerPoint presentation with three slides as shown below**

Notes:
- Apply slide design to all slides
- Give Slide numbers to all the three slides shown below
- Give Auto time of 3 seconds to each slide

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