(iv) Use the relevant formula to calculate the *total marks of 'Rupa' (Index No.-1001)* and copy the formula to the relevant cells. 4

(v) Use the relevant formula to calculate the *average marks of 'Rupa' (Index No.- 1001)* and copy the formula to the relevant cells. 4

(vi) Format the "Average" column with *two decimal places.* 2

(vii) Use the relevant formula to find the *rank of 'Rupa' (Index No.-1001)* and copy the formula to the relevant cells. 5

5. Viva-voce. 15

★★★

HS/XI/V/CT/Pr/Paper-I/22

2022

COMPUTER FUNDAMENTALS, OPERATING SYSTEMS AND UTILITIES

COMPUTER TECHNIQUE (Paper – I)

(VOCATIONAL STREAM)

(Practical)

Full Marks : 100

Time : 4 hours

The figures in the margin indicate full marks for the questions

SECTION – I

(*Marks :* 25)

MS PowerPoint

1. Make four slides containing the following text respectively and save the presentation as **holidays**.

(i) The first slide is a Title Only Slide. Select the appropriate layout and enter the title: **Cook Family Cruises.** 2

(ii) Add a small blue rectangle at the top left of this slide. 2

(iii) Change the font colour for the whole title to red, and apply a text shadow effect just to the word **Cruises**. 2

b. Create a main document with the following content. Save the document as **results.doc**: 15

To
<Title> <Firstname> <Lastname>
<City>

Dear<Title> <Lastname>,

We are glad to announce to you the results of the "Presentation Contest" held on the 5th February, 2022. Congratulations! You have won the <Prize>prize.

The award given to you will be a certificate and a cash prize of <Amount>.

You are invited to especially attend the Awards Presentation Night which will be on the 6th March, 2022. Details of timing and venue will be made known to you in a later communication.

Regards

Organizing Committee

c. Create a form letter with the given Main Document format and the data source where the details must be merged from the data source file **data1.doc**. Save the merged file as **merged1.doc**. 10

SECTION – II

(*Marks :* 35)

MS WORD

(Answer **ANY ONE**, either Q. No. 2 or Q. No. 3)

2. Open a new MS Word file and type the following text given in the box below. Save the document as **<Your Index Number>_W01**. 5

Academy award

The Academy Awards, informally known as The Oscars®, are a set of awards given annually for excellence of cinematic achievements. The Oscar statuette is officially named the Academy Award of Merit and is one of nine types of Academy Awards. The Academy Awards ceremony is also the oldest award ceremony in the media; its equivalents, the Grammy Awards (for music), Emmy Awards (for television), and Tony Awards (for theatre) are modeled after the Academy.

Current special categories

Academy Honorary Award: since 1929

Academy Scientific and Technical Award: since 1931

Gordon E. Sawyer Award: since 1981

i. Change the layout of the page as given below. 2

>**Page size**:A4 (8.27"×11.69") >**Page orientation:** Landscape

ii. Change the page margins as follows: 2

>**Top**: 1.25" >**Bottom**: 1.25" >**Right**: 1.25" >**Left**: 1.25"

iii. Format the **entire document** as given below. 2

>**Line spacing:** 1.15" >**Font**: Times New Roman

>**Font size**: 14 >**Align**: Justify

iv. Select the heading "Academy award" and format it as given below. 2 + 1 = 3

>**Font color**: blue >**Style**: Bold and underline

>**Align**: Center

>Change all the letters to UPPERCASE

v. Format the heading "Current special categories" with **Style**: Heading 2. 1

vi. Create a bulleted list for the last 3 lines of text given under "Current special categories" and format it as follows. 3

- ***Academy Honorary Award***: since 1929
- ***Academy Scientific and Technical Award***: since 1931
- ***Gordon E. Sawyer Award***: since 1981

vii. At the end of the bulleted list create the table shown below: 8

Ceremony	Date	Best Picture Winner	Venue
1st Academy Award	16th May 1929	Wings	Hollywood Roosevelt
2nd Academy Award	3rd April 1930	The Broadway Melody	Ambassador Hotel

viii. Enter "Award Ceremonies" text as the heading of the table and format it to get the following output using a ***Wordart***. (**Font**: Arial Black, **Front size**: 16, **Align**: Center). 5

ix. Insert a new row just below the last row of the table and enter the following information into the new row: 4

>**ceremony**: 84th Academy Award

>**date**: 24th February 2012

>**best picture winner**: The Artist

>**venue**: Dolby Theatre

3. a. Create the following data source as given and save it as **data1.doc**. 10

Title	First Name	Last Name	City	Prize	Amount
Dr.	Anand	Bakshi	Lucknow	Third	50,000.00
Prof.	Parkash	Mishra	Cuttack	First	1,00,000.00
Mr.	Ashok	Gehlot	Delhi	Fourth	25,000.00
Dr.	John	Lyngdoh	Shillong	Second	75,000.00
Dr.	Anita	Bareh	Jowai	Fifth	10,000.00

(iv) Insert a second slide to the presentation, selecting a layout appropriate for a series of bullet points, and using the title: **Our Itinerary.** Enter the following text: 4

(a) Canary Islands

(b) Mediterranean

(c) Greek Islands

(v) Change the line spacing for these bullet points to 2 lines. 1

(vi) Increase the font size of the word **Itinerary** in the title. 1

(vii) Add a footer with your Roll No and the text: **Cruise Information** so they both appear on every slide, and number all the slides. 2

(viii) Insert a third slide, which is to be a graph. Use the title **Our Market Share**. Use the following data to produce a pie chart: **Cook 54%; Jackson 28%; Wilson12%; Bennett5%**. 8

(ix) On the third slide, insert an image suitable for the topic of holidays from an image library. Reduce the size of the image and place it where it will not interfere with text. 2

(x) Add a 4th slide containing nothing but the text: **Travel with us for less!!** 1

SECTION – III

(*Marks* : 25)

MS Excel

4. a. Create a blank workbook in MS Excel and save it as "**<Your Roll no>_E01**". Then perform the following exercises as mentioned below:

	A	B	C	D	E	F	G	H	I
1	**Mark College**								
2	**Mark sheet for A/L Biology - Class A**								
3	**Index No.**	**Name**	**Physics**	**Chemistrv**	**Biology**	**English**	**Total**	**Average**	**Rank**
4	1001	Rupa	65	78	56	45			
5	1002	Ajay	53	85	88	78			
6	1003	Robert	45	96	ab	98			
7	1004	James	78	76	76	65			
8	1005	Sanjay	23	ab	74	36			
9	1006	Anita	78	32	64	52			

(i) Create a table with 7 rows and 9 columns in the cell range A3:19, as shown in Figure above. You have to bold and center the heading of each column. 3

(ii) Insert a title "Anne College" and a sub title "Mark sheet for A/L Biology - Class A", by centering it with the table, making the text bold, and changing the font size 16 for main title and 14 for subtitle. 3

(iii) Enter the data given under the columns, "Index No", "Name", "Physics", "Chemistry", "Biology", and "English". 4

HS/XI/V/CT/Pr/Paper-II/22

2022

COMPUTER PROGRAMMING IN C

COMPUTER TECHNIQUE (Paper – II)

(Vocational Stream)

(Practical Examination)

Full Marks : 100

Time : 4 hours

Answer ***ONE*** question from each Group

Group – A

1. A file named DATA contains a series of integer numbers. Code a program to read these numbers and then write all 'odd' numbers to a file to be called ODD and all 'even' numbers to a file to be called EVEN. 40

2. Write a program that would sort a list of names in alphabetical order. Illustrate example or sample data to show the output. 40

Group–B

3. A certain Grade of steel is graded according to the following conditions: 40

(i) Hardness must be greater than 50

(ii) Carbon content must be less than 0.7

(iii) Tensile strength must be greater than 5600.

The Grades is 10 if all the three conditions are met

Grade is 9 if conditions (i) and (ii) are met

Grade is 8 if conditions (ii) and (iii) are met

Grade is 7 if conditions (i) and (iii) are met

Grade is 6 if only one condition is met

Grade is 5 if none of the conditions are met

Write a program, which will require the user to give value of hardness, Carbon content and tensile strength of the steel under consideration and output the grade of the steel.

4. The minimum criteria for admission to a certain college are as follows: 40

(a) Marks in Mathematics >= 65

(b) Marks in Physics >= 65

(c) Marks in Chemistry >= 50

(d) Total of all the three subjects >= 200

Or

Total in Mathematics and Physics>= 150

Write a program to input the name of a candidate of marks obtained in all the three subjects and determine whether he or she is eligible for admission or not.

5. Internal Assessments. 10

6. Viva-Voce. 10

★★★

Tabe–1

Field Name	Type (Size)	Remarks
CUST_ID	Character(50)	Customer Identity, Primary Key
CUST_NAME	Character(40)	Customer Name
CUST_ADD	Character(60)	Address of Customer
MOB_NO	Integer(10)	Mobile Number for Communication
E_MAIL	Character(25)	e-mail identity of customer

4. Viva-voce 10

5. Practical Copy evaluation 10

★★★

HS/XI/V/CT/Pr/Paper-III/22

2022

DATABASE MANAGEMENT SYSTEM (Using Foxpro)

COMPUTER TECHNIQUE (Paper – III)

(Vocational Stream)

Full Marks : 100

Time : 4 hours

(Practical Examination)

SECTION – I

Marks : 50

ANSWER ALL THE QUESTIONS

1. Create a database file **STUDENT.DBF** which have following Field Structure: 15

Field Name	Type	Width
NAME	CHARACTER	25
ENGLISH	NUMERIC	3
ELECTIVE-I	NUMERIC	3
ELECTIVE-2	NUMERIC	3
ELECTIVE-3	NUMERIC	3

Add the following records into the Database file:-

Record No.	Name	English	Computer App.	Maths
1	Ajay	17	86	90
2	Zubian	78	92	98
3	Rohan	69	93	95
4	Sumit	77	91	96
5	Vijay	71	77	98
6	John	74	94	80
7	Raman	94	88	75

Perform the following queries on the database file mentioned above-

(a) Display all the English Marks whose Marks are more than 90.

(b) Display the list of Name which starts with alphabet 'R'.

[Write the required commands of Foxpro..] 5 + 5 = 10

2. The GARDEN SCHOOL wants to prepare a student Information file. The following data are to be recorded for each student:

Name, Class, Roll No., Date of Birth, Address (Includes–Place, Town, State Pin code, Phone No.)

Following validation must be done to input data's:

$5 \times 5 = 25$

(a) All addresses must be stored in Upper case Letter.

(b) The Roll Number must be in the following form:

(i) The first digit is character followed by zeroes and numbers, e.g. R0001, R0002,.....etc.

(ii) If the Roll Number entered by the user are not in the above (i) following form, then necessary Error Messages should be displayed on the bottom of the screen.

(c) Town should be in Upper case, lower case or special symbol can be entered.

(d) The Pin Code should be in six digit length, additional digit cannot be entered.

(e) The Birth date should be in *dd-mm-yyyy* format. The students to be entered are not less than 5 years of age and not more than 18 years old.

SECTION – II

(*Marks :* 50)

3. Consider the following CUSTOMER.DBF database file and write a user-friendly program to ADD and DELETE record from the Database. Display a MENU followed by appropriate error messages. 30