Q No1 Use MS Word to create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

CELL REFERENCES

A *cell reference* identifies a cell or group of cells in a workbuk. When you include cell references in a formula, the formula is linked to the referenced cells. The reslting value of the formula is dependent on the values in the referenced cells and chnges automatically when the values in the referenced cells change.
Three Types of references are:
1. *Relative references*
2. *Absolute references*
3. A *mixed reference*

Relative references	*Absolute references*	*Mixed reference*
Refer to cells by their position in relation to the cell that contains the formula.	Refer to cells by their fixed position in the worksheet.	A contains a relative reference and an absolute reference.

Q No2 Use MS Word to create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

DIFFERENCES BETWEEN MULTIPROGRAMMING, MULTIPROCESSING AND MULTITASKING:

The words multiprogramming, multiprocessing and multitsking are often cnfused. There are, of course, some distinctions between these similar, but distnct terms.

- **Multiprogramming** refers to the situation in which a single CPU divides its time between more than one job.

- In **multiprocessing**, multiple CPUs perform more than one job at one time. Multiprogramming and multiprocessing are not mutually exclusive.

- **Multitasking** describes any system that runs or appears to run more than one application program one time.

To summarize:

Multiprogramming	Multiprocessing	Multitasking
Single CPU	Many CPUs	Single CPU
More than one job, shuffle from one job to another.	More than one job at a time.	More than one application running at a time.

Q No3 Use MS Word to create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

<div style="border:1px solid black">

MULTIPROGRAMMING:

The feature of operting system to execute multiple programs in interleaved fashion or different time cycles is called as multiprogrammings.

Features*:*

- In a multiprogramming system, more than one program resides in the computer's main memory.
- When one program is reading in data or outputting results (i.e., it is involved in I/O operations), another program can be executed. When both programs are involved in I/O operations, a third program can be executed.
- Multiprogramming ensures maximum utilization of CPU.

	Multiprogramming	**Multiprocessing**
1	This refers to the *interleaved* execution of two or more different and independent programs by the same computer.	In this, two or more independent processors are linked together.
2	Instructions from only one program are executed at a time.	In this approach, the instructions from **different** programs can be processed at the **same** time by **different** processors.

</div>

Q No 4 Use MS Word to create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

A Statement of materials is prepared for every item of raw material**. Thes statement is useful in providing:**

1) description of items received and issued
2) total quantity receicved and issued

the format of this statement is given below:

Statement of Raw Material
Item Code: _____Name of Item: _____

Date	Particulars	Receipts			Issues		
		Qty	*Price*	*Total*	*Qty*	*Price*	*Total*
.		.					
Total							
		Balance c/d					

Q No5 Create an invoice as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

M/s Alpha Ltd	
22, Chatra Marg, Delhi University Campus, Delhi-110007	

M/s Red and Blue Associates 87653, Rohit chambers, Nariman Point Bombay	**Your Order:** *Reference:* **Dated:** **Invoice No:**

Invoice

S.No	Particulars	Qty	Price	Amount
	Total			

(Rupees:

Terms and Conditions:
   (a) All disputes within juridiction of Delhi courts
   (b) Goods once sold shall not be returned
   (c) All prices are inclusive of sales tax.

For Alpha Ltd

(Authorized Signatory)

Q No6 Create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

<u>**MULTIPROGRAMMING:**</u>

The feature of operting system to execute multiple programs in interleaved fashion or different time cycles is called as multiprogrammings.

	DIFFERENCE BETWEEN MULTIPROGRAMMING AND MULTIPROCESSING	
	Multiprogramming	**Multiprocessing**
(i)	This refers to the *interleaved* execution of two or more different and independent programs by the same computer.	In this, two or more *independent processors* are linked together.
(ii)	Instructions from only one program are executed at a time.	In this approach, the instructions from **different** programs can be processed at the **same** time by **different** processors.

Q No 7 Create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

<u>**STATISTICAL FUNCTIONS**</u>

Microsoft Excl prvides a wide range of features that can help us to ***analyze statistical data***. A number of <u>functions</u> are built in the program that assists in simple anlysis tasks, such as

- AVERAGE
- MEDIAN
- FREQUENCY
- STDEV

Function	Description
AVERAGE	Returns the arithmetic mean of the specified numbers.
FREQUENCY	Returns the number of times that values occur within a population
STDEV	Computes standard deviation, assuming that the argments represent only a sample of the total population.
MEDIAN	Computes the number in the middle of a set of nmbers.

Q No8 Use MS Word to create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

Nero Ltd. prepares a *Bin Card* for recrding reciepts and issues of material **Z. Th Bin Card stores the data rgarding:**

1. Description, Minimum Level, Reorder Level & Reorder Quantity
2. Quantity: *received, issued and balance*

as obtaned from the store records of the company in the following format :

BIN CARD

Description **Z**	BIN No.	*151*
Stores Ledger Folio ………	Code No.	*ZA 531*
Minimum Level *300 units*	Unit	……….……
Reorder Level *400 units*		Reorder Quantity 3*00 units*

Date	Receipts			Issues			Balance	Audit Notes
	Ref. No.	*Quantity*	*Total*	Ref. No.	*Quantity*	*Total*	*Quantity*	*Quantity*	

Q No9 Create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

FREQUENCY TABLES

Frequency or **one-way tables** represent the simplest method for analyzing categorical (*nominal*) data. *For example*, in a survey of spectator interest in different sports, the summary of the respondents' interest in watching football in a frequency table is shown as follows:

STATISTICA- BASIC STATISTICS	FOOTBALL: "Watching football"			
Category	Count	Cumulatv Count	Percent	Cumulatv Percent
◆ **ALWAYS : Always interested**	39	39	39	39
◆ **USUALLY : Usually interested**	16	55	16	55
◆ **SOMETIMS: Sometimes interested**	26	81	26	81
	11	99	18	98
◆ **NEVER : Never interested**	*1*	*100*	*2*	*100*
◆ *Missing*				
TOTAL	**100**		**100**	

Q No 10 Use MS Word to create a document as shown below (no change of font type and size, Italic, bold, shading, borders etc) and perform spell check (only when asked by examiners) to correct spelling mistakes, if any:

Comparison of Decision Support System with
Executive information system

A comparison by examining certain basic features that are common to both. the

systems is the best approach. This type of approach helps understand:

4. *comparison by analysis*
5. *essentials of systems*
6. dynamics of systems

Features	*Decision Support System*	*Executive Information System*
Nature of Expertise	Detailed training for problem	Brief training for specific
	solving	uses
Communication	Ability to Collect data from	Ability to Collect data from
	diverse sources	Specific files and records.
Output	Is produced in tabular or	Is produced in tabular or
	graphic form for presentation	graphic form for review

Q. No. 11 Create a document as shown below and perform spell check to correct spelling mistakes, if any:

	First Generaton	**Second Generation**	**Third Generation**	**Fourth Generation**	*Fifth Generation*
Trend: Towards conservationbal natural programing languages					
Software Trends	User- Written programs	Packaged Programs	Operatng Systems	Database Management Systems	Natural Languages
	Machine Languages	Symbolic Languages	High-Level Languags	Fourth Generation Languages	Multi-purpose graphic-interfaced exprt-assisted packages
				Microcomputr Packages	
Trend: Towards easy to use multi-purpose application packages					

Q. No. 12 Please reproduce the following text in a MS Word document.

Special Features of your Citibank Card

- **International Acceptance** – Accepted over 30 million establishments worldwide
- **24-Hour ATM Access** – Access cash at over 8,10,000 ATMS across the globe

SHEDULE OF CHARGES

Description of charges	Citibank Cards	Diners Club International Cards
Cash Advance – Transaction Fees	2.5% on advanced amount (subject to a minimum of Rs. 250 and US $5 at International ATMs)	3% on advanced amount (subject to a minimum of Rs. 250 and US $5 at International ATMs)
Late Payment Charges (per month)	▪ Rs. 300 for billed amounts of less than or equal to Rs. 20,000 ▪ Rs. 400 for billed amonts between Rs. 20,000 & Rs. 30,000	▪ 2.95% - Payments overdue by 30 days. ▪ 5% - Payments overdue by 60 days or more
Over Credit Limit Charge	2.5% over the Credit Limit	---------

Do the following with the entered text
1. Run Spell Check to correct the spellings of the incorrect words in front of examiner.

Q. No. 13 Enter the following para in MS Word.

Most people would agree that, although our age far surpasses all previous ages in knowledge, there has been no correlative increase in wisdom. But agreement ceases as soon as we attempt to define `wisdom' and consider means of promoting it. I want to ask first what wisdom is, and then what can be done to teach it. <u>There are,</u> I think, several factors that contribute to wisdom. Of these I should put first a sense of proportion: the capacity to take acount of all the important factors in a problem and to attach to each its due weight. This has become more difficult than it used to be owing to the extent and complexity of the spechialized knowledge required of various kinds of technicians.

i)   Apply spell check on this para in the presence of the examiner,
ii)   Justify the para,
iii)   Increase the font size by 1 point,
iv)   Give it the heading "Wisdom" in bold and suitable font size,
v)   Create a new para from the underlined words "There are",
vi)   Put the para in a table and each paragraph under a bullet as given below:

- Most people would agree that, although our age far surpasses all previous ages in knowledge, there has been no correlative increase in wisdom. But agreement ceases as soon as we attempt to define `wisdom' and consider means of promoting it. I want to ask first what wisdom is, and then what can be done to teach it.
- There are, I think, several factors that contribute to wisdom. Of these I should put first a sense of proportion: the capacity to take acount of all the important factors in a problem and to attach to each its due weight. This has become more difficult than it used to be owing to the extent and complexity of the specialized knowledge required of various kinds of technicians.

Q. No. 14 Reproduce the following form in a MS word document

<u>ORDER FORM</u>

Please send the following books through Couriers/Post at the following address:

➢ Name of Person   :   _____
➢ Name of Company   :   _____
➢ Address   :   _____
                  _____
                  _____
➢ Pin   :   _____

Enclosed Rs._____ through DD/Cheque/M.O drawn in favour of "Balit Publications" at New Delhi as per following detail. Tick the one, you want to order :

	Cost (Rs.)	Courier/ Postage Charges (Rs.)
All India directory of machinery manufacturers ☐	500/-	125/-
Environmental Pollution Control Journal ☐	300/-	150/-
Delhi & Around Industrial directory ☐	250/-	100/-

Total   _____

Grand Total   _____

Q. No. 15 Reproduce the following text in MS Word

First Flight Couriers Ltd.   A 11960049

Day : _____
Date : _____
Time : _____

Consignor	Tel :

Consignee	Tel :

Mode of Transport Express ☐ Air Cargo ☐ Surface ☐	Declared Value	Weight	
Contents & Quantity		Actual	Charge

Charges Details	Cash	Credit
▪ Courier Charges		
▪ Other Charges		
▪ Service Tax 8%		
▪ Risk Coverage Charges		
Total		

Consignor's Signature: _____

Q. No. 16 Please reproduce the following text in a MS Word document.

Start Here ---→

Site Contents	Log on to Fighter.Com	
:: Direct Tax Laws	**News…**	
:: **Company Law** :: **SEBI** :: **SCRA**	• FEM (Export of Goods and Services) • Straight through	▪ Amendments to Prudential Norms ▪ FEM (Borrowing and Lending)

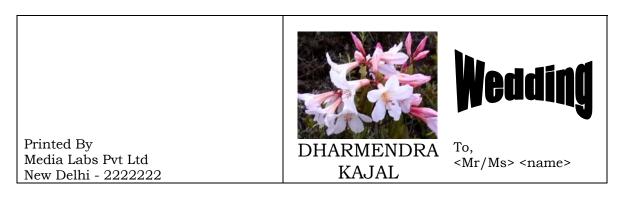| :: FEMA	processing services • Amendents to SEBI • Guidelines	

Stop Here ---→

Do the following with the entered text
1. Run Spell Check to correct the spellings of the incorrect words in front of examiner.

Q. No. 17   Prepare the following format and correct spellings if any.

IDENTITY CARD

SHRI RAM COLLEGE OF COMMERCE **(University of Delhi)** **Maurice Nagar, Delhi – 110007 Tel: 27667905**

Paste a recent
passport size
photograph

✓ Name……………………………………………

✓ Class………………………………………………..

✓ Enrol No………………………………………..

✓ Date of Admission………………………………

✓ Valid Upto……………………………………….

Student's Signature   *Head of the Department*

Q. No. 18   Prepare an invitation card to all your friends that are present in your contact list.

	Wedding
Printed By Media Labs Pvt Ltd New Delhi - 2222222	DHARMENDRA KAJAL To, <Mr/Ms> <name>

<table>
<tr><td></td><td>From
Sh. Rajender Verma
Vaishali UP</td></tr>
</table>

Q. No. 19 Prepare a letter that needs to be sent to the parents of the students of the college about the attendance of the students. The letter should mention that **"your ward is regular in classes and he needs to keep it up"** if the attendance is more than 60% else you need to write **"Your ward is short of attendance and you are requested to see us now".** You can keep the information about students' attendance and their parent information in the database.

Q. No. 20 Your college maintains the information about the students in a contact list. In addition to the default contact information (like Title, First Name, Address, City, Zip etc) contact list also maintains the information about a student's course (e.g. BCOM1, BCOMH2 etc).

College has to send the information about the examination schedule in the form of a letter to all the students of BCOM 1st year. College also decides to send the letters to all outstation candidates only, while decided to give a call to all in station students. Prepare a letter in MS word that prepares letter for each student. The following details are put in the letter.

1. Letter should automatically select Sir or Madam on the basis of the title of the student.
2. Letter should have a logo of the college (you can pick any picture that is available in your system)
3. Letter should automatically show the date of letter printing.
4. Letter should provide the details of 5 papers along with their dates and timings of the shift. You can choose your own fictitious data for this purpose
5. Letter should also show pin code number and their bar code along with the address section of the letter. Keep the pin code numbers as of 5 digits only.
6. The text of the letter should have a gap of one line after each line.
7. Apply an appropriate format to the letter that you feel is good.

Q. No. 21 A clinic issues certificate of having charged and received the fee with date and diagnoses to its patients at the end of a month as per following format and specification It is desired that this certificate is issued for the month of January 2006:

_____
_____
_____

Sub: Certificate of Diagnosis

Dear <here give Sir or madam>

This is to certify that we have charged and received Rs. <Amount of Fee> for a consultation on <Date of consultation>. The diagnosis reveals that you are suffering from < as recorded in consultation field>.

You may keep in touch with the attending physician in future.

Thanking you,

(Executive Officer)

Note: Database tables given in Q. No: 1 in Database section (question of a health center) need be used for getting necessary data/information for this letter. You are required to use appropriate technique in MS word to achieve this task.

Q. No. 22 M/s Alphas Ltd. wants to issue a certificate of pay to its employees as per the following specifications:

_____

Sub: Certificate of Pay

Dear <here give Sir or madam>

This is to certify that you have been granted basic pay of Rs. <Basic pay> for the month of January 2006. The total salary on this basic pay works out to Rs. <computed value>.

Thanking you,

(Executive Officer)

Note: Database tables given in Q. No: 2 in Database section (question regarding employees details) need be used for getting necessary data/information for this letter. The total salary includes basic pay and D.A @ 40% of basic pay.

Q. No. 23 A banking company wishes to dispatch a letter (as given below) to many account holders whose addresses and other details are given in a database (in question 3 of database section) as per following specifications:

_____
_____
_____

Dear <here give Sir or madam>

        We are happy to inform you that you have a confirmed balance of Rs. _____ in you savings Bank Account No: _____, with this bank. Further a sum of Rs. _____ has been credited in your account as interest for the financial year 2005-06 (up to Dec 2005).

Thanking you,

(Branch Manager)

You are required to use appropriate technique in MS word to achieve this task

Q. No. 24 M/s Meta Ltd. wants to issue a certificate of pay to its employees as per the following specifications:

_____

Sub: Certificate of Pay

Dear <here give Sir or madam>

This is to certify that you have been granted basic pay of Rs. <Basic pay> for the month of January 2006. The total salary on this basic pay works out to Rs. <computed value>.

Thanking you,

(Executive Officer)

Note: Database tables given in Q. No: 6 need be used for getting necessary data/information for this letter. The total salary includes basic pay and D.A @ 40% of basic pay.