Redg. No.: 4632/069/070 PAN : 6 0 1 0 0 8 9 0 2 ISO 9001: 2015 Affiliated No.: QMS/092020/1408

Shrestha Computer Institute

Affiliated by: International Standard Organization 9001:2015
Head Office: Lalbandi-1, Nawalpur, Sarlahi (NEPAL)
Branch Office: Haripur-2, Pasupatinagar, Sarlahi (NEPAL)
Website: www.shresthacomputerinstitute.edu.np

F.M.: 50 P.M.: 25 Time: 45 Minute

Attempt all of the following questions:

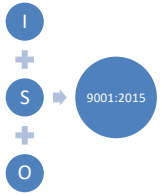
Create a folder on desktop and name it your symbol no. Save all of your files inside that folder.

Group A

1. Create a new folder by cmd. Then hide and unhide the folder – print Screen- Paste to appropriate location. [5 Marks]
2. Lock and unlock the folder by cmd – print Screen- Paste to appropriate location. [5 Marks]

Group B

3. Create following logo using WordArt [10 Marks]



Group C

4. Calculate following date sheet

DATE OF JOINING	LEAVING DATE	YEARS	MONTHS	DAYS
1990-02-14	2022-02-15			

- CALCULATE THE YEARS, MONTHS, DAYS [10 Marks]

5. Create a presentation with three slides to About you Computer Institute [5 Marks]
6. Make a simple bill with discount of your choice and show it in Ms Access [3 Marks]

Group D

7. Write HTML code to create following web page. [10 Marks]

INTERNATIONAL STANDARD ORGANIZATION 9001:2015 (ISO 9001:2015)




8. Install the typing master software in your computer. [2 Marks]

****Best Of Luck****

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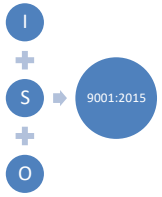
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