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

# Shrestha Computer Institute

Affiated 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

Exam Date : 2023-02-13

F.M.: 50 P.M.: 25 Time: 90 Minute

## Attempt all of the following question:

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

1) **Hide / Unhide the folder by cmd – print Screen – Paste to appropriate location. [5 Marks]**

### Word-Processing

2) *What is Paragraph? Explain about Paragraph marks, Soft paragraph (line break) marks. Write the paragraphs and do following.* **[ 2 Marks]**

3) **Type the following text in Ms Word.** **[ 3 Mark ]**

*There are different types of computer systems nowadays for different purpose according to the user needs. However we can classify them into different groups based on different aspects. We can find four different type of computers based on size. These are large computers that are most powerful. They can complete tasks very soon and are optimized to complete given tasks quickly. Mainframe Computers. These are the largest computers and can support hundreds of users simultaneously. These are powerful computers and optimized to run maximum number of applications at one time. These are medium sized computers –smaller than mainframe but much larger than personal computers. They can be the best solution for medium scale organizations. Micro Computers. Micro computers are the smallest when size is concerned. They range from Desktop, Laptop up to the palm top and even smaller ones. Because micro computers are developed to support single person, they are often called personal computers (PCs).*

- Divide 4 paragraph for the above text and justify Alignment. [ 0.5 Marks ]
- Make Drop Cap the first letter of the second paragraph. [ 0.5 Marks ]
- Make 1.5" line spacing for third paragraph. [ 0.5 Marks ]
- Change font size on 17 points for the last paragraph. [ 0.5 Marks ]

- **Spreadsheet**

4) Calculate following date sheet

| Joining Date | Leaving Date | Year | Month | Day |
|---|---|---|---|---|
| 2042/11/11 | 2077/10/11 | | | |

- Calculate the Year , Month, Day [ 3 Marks ]

**Presentation**

5) Create a presentation with three slides to About you Computer Institute [ 2 Marks ]

**Database**

6) Make a simple bill of your choice and show it in Ms Access [2Marks]

**HTML**

7) International Standard Organization 9001:2015

8)  [4 Marks]

**Application**

9) Install and show any application software on your computer. [2 Marks]

****Best Of Luck****