F.M.: 50 P.M.: 25 **EXAM DATE : 2024-06-29** Time: 60 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. Make a followings. [10 Marks]

RAJAHMUNDRY PUBLIC SCHOOL
RAJAHMUNDRY

ANNUAL DAY CELEBRATIONS

Particulars of Events

Event	Date	Participants
Quiz	22nd	Ram, Mohan, Shyam, Sonu, Sheila
Dance	23rd	Seema, Reema, Rani, Priya, Rahul
Skit	24th	Tushaar, Sumit, Shikha, Puja
Song	25th	Amrutha

Group C

4. Calculate following date sheet

JOINING DATE	LEAVING DATE	YEAR	MONTHS	DAYS
2053/12/12	2080/02/12			

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

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

Group D

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

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





****Best Of Luck****