Gov.Regd. No. : 4632/069/070 Company Regd. No. : 322104 PAN : 6 0 1 0 0 8 9 0 2 ISO 9001:2015 Affiliated No. : QMS/092020/1408
Affiliated by : Council for Technical Education and Vocational Training (CTEVT)

SHRESTHA COMPUTER INSTITUTE PVT.LTD.

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PLEASE SCAN THE QR CODE.

F.M.: 50 P.M.: 25 **EXAM DATE : 2024-09-29** Time: 60 Minute

Attempt all of the following questions:

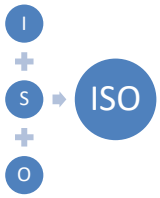
Create a folder on desktop and name it your symbol no. Save all of your files inside that folder.

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. Create following logo using WordArt [15 Marks]



Group C

4. Calculate following date sheet

NAME OF STUDENT	COURSE NAME	TOTAL FEE	PAID FEE	BALANCE AMOUNT	ADVANCE AMOUNT
RAM	PRE-DCE (18 MONTHS)	22000	15000		
SITA	PRE-DCE (18 MONTHS)	22000	24000		

- CALCULATE THE BALANCE AND ADVANCE AMOUNT [15 Marks]

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

5. Type the following text in WordPad. [5 marks]

Introduction

The Council for Technical Education and Vocational Training (CTEVT) constituted in 1989 (2045 BS) is a national autonomous apex body of Technical and Vocational Education and Training (TVET) sector committed for the production of technical and skillful human resources required to the nation. It mainly involves in policy formulation, quality control, preparation of competency based curriculum, developing skill standards of various occupations and testing the skills of the people, conduct various research studies and training needs assessment etc.

It has an assembly consisting of 24 members and a governing board known as Council comprising nine members. Minister of Education chairs both the Assembly and the Council. The Council has a full time Vice-Chairperson and a Member-Secretary.

****Best Of Luck****