Technical Education Board CTEVT Regd.No.: 2688 Cottage & Small Industries Regd. No. : 4632/069/070 Company Regd. No. : 322104 PAN : 601008902
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 : 2025-08-30 Time: 45 Minute

Course Name : BCC

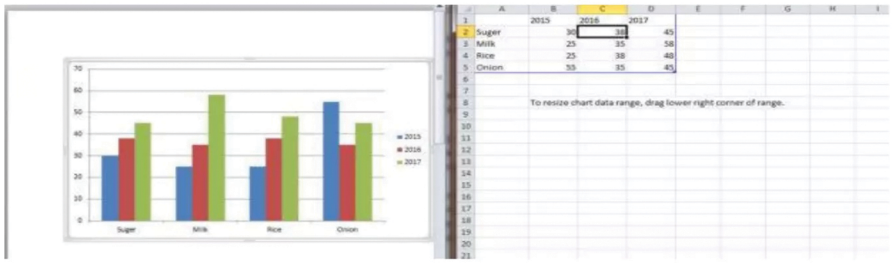
1) Make a below format question in MS Word [25 Marks]

QNo. 6. What is illustration in MS Word? Prepare document with inserting following

- pictures
- online pictures
- shapes
- SmartArt
- a chart
- screenshot

Insert more than 2 shapes and group and ungroup the shapes.

QNo. 7. Create a chart and show the product price comparison between 2015, 2016, and 2017.



QNo. 8. Use smart art and create organization charts

QNo. 9. Design in MS Word.

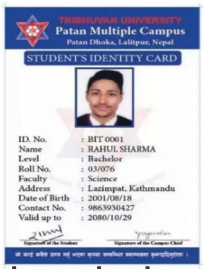
- Create Page 1 and 2 in Portrait.
- Create Page 3 in Landscape.
- And 4 and 5 in A4 Portrait.
- Make this Table in Page no. 2

PSC	PSC			PSC
	1	2	3	

- Use Header and Footer in every page.

QNo. 10. Design E-book cover pages / Magazine front/ books front/back page using cover page option in Insert Menu.

QNo. 11. Create Business Cards using Shapes, text, and colors.



2) Make a below format question in MS Word [25 Marks]

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SL.NO.	NAME OF EMPLOYEE	DESIGNATION	SALARY	WORKING DAYS	WORKING DAY AMT.	TOTAL AMT.	INCOME TAX	E.S.1%	G.P FUND 9%	ADVANCE	TOTAL DEDUCTION	NET SALARY
2													
3													