Technical Education Board CTEVT Regd.No.: 2688 Cottage & Small Industries Regd. No. : 4632/069/070 Company Regd. No. : 322104 PAN : 6 0 1 0 0 8 9 0 2

Affiliated by : Council for Technical Education and Vocational Training ( CTEVT )

SHRESTHA COMPUTER INSTITUTE PVT.LTD.

ISO 9001:2015 Certified Organization Company, Regd. No.: QMS/2020/1408

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Trainer's License No. : CTEVT (TITI) ToT TID No. : 6269

PLEASE SCAN THE QR CODE.

EXAM CENTER : SCIPL, CHAPUR COURSE NAME : BCC

F.M.: 50 P.M.: 25 **EXAM DATE : 2026-05-07** Time: 60 Minute

## Attempt all of the following questions:

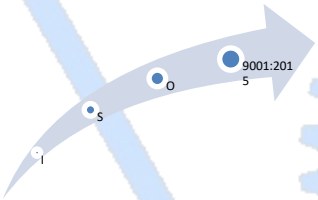
Create a folder on desktop and name it your symbol no. Save all of your files inside that folder.

### Group A

1. Create a new folder by cmd. Then hide and unhide the folder – print Screen- Paste to appropriate location. [ 5 Marks ]
2. Make a simple shutdown programs using .bat [ 5 Marks ]

### Group B

3. Create following logo using SmartArt. [ 10 Marks ]




4. Insert Image into the shape at MS Word [ 5 Marks ]

### Group C

5. Calculate following date sheet

| Joining Date | Leaving Date | Year | Months | Days |
|---|---|---|---|---|
| 2054/01/14 | 2082/01/10 | ? | ? | ? |

- CALCULATE THE YEAR, MONTHS, DAYS [ 15 Marks ]

6. Create a presentation with three slides to About you Computer Institute [ 5 Marks ]
7. Type the following text in MS WORD [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****