ADRE 2.0 mock skill test Question -2

FM: 25   time: 45 min

1. Create a 3-slide presentation on the topic: 8

"Uses of Artificial Intelligence in Daily Life"

 Slide 1: Title Slide
        Title: "Artificial Intelligence in Daily Life"
        Subtitle: Your name and date (e.g., "Presented by Chiranjit Dutta | 15 June 2025")
        Align title to centre (both horizontally and vertically).
        Apply a bold font and increase size to at least 44 pt.
        Use a background colour or image.

 Slide 2: List Slide
Title: "Common Uses of AI"
Add at least 5 bullet points, such as:
   1. Voice Assistants (e.g., Siri, Alexa)
   2. Smart Home Devices
   3. Online Recommendations (YouTube, Amazon)
   4. Google Maps Navigation
   5. Chabot's & Virtual Assistants
   • Use left alignment for bullets.
   • Apply different font colours to each bullet.
   • Add an AI-themed icon or image.

Slide 3: Conclusion Slide
        Title: "Why AI Matters"
        Add a short paragraph (3–4 lines) about the importance of AI in simplifying human tasks.
           1. Align text justified.
           2. Insert a SmartArt graphic or chart to visually represent AI usage growth.
           3. Apply transition effect between slides.

Q2. Do the following on MS Word   8

 Step 1: Type this Paragraph

 Time management is one of the most essential skills in today's fast-paced world. Whether you are a student, a professional, or a homemaker, managing your time wisely can make a huge difference in your productivity and success. It allows you to focus on what truly matters and reduces stress by organizing tasks effectively. Discipline and planning play a key role in making time management successful. Without proper time management, deadlines are missed, and work becomes chaotic. Therefore, learning to prioritize, plan, and execute tasks on time is a skill that leads to a more organized and fulfilling life.

 Step 2: Perform These Tasks on the Paragraph

1. Title:
Insert the title "The Importance of Time Management" at the top of the page.
Font: Arial, Size: 18 pt, Bold, Center Aligned.
2. Paragraph Formatting:
Font: Calibri, Size: 12 pt,Alignment: Justify, Line Spacing: 1.5
Indent the first line of the paragraph by 0.5 inch.

3. Highlight & Style:

Make the words "productivity", "planning", and "prioritize" Bold and Italic.

4.Change the font color of the sentence:

"Discipline and planning play a key role in making time management successful."

→ Use a dark blue color.

4. Add a Border:

Select the entire paragraph and apply a box border around it from the "Borders" menu.

5. Header & Footer:

Add a Header: "MS Word Practice - Time Management"

Add a Footer: Your name and today's date.

Insert page number in the bottom right corner.

Q3. Do the following on Ms Excel: 9

Name of students	maths	Science	English	Total	percentage	Result
Rahul	78	85	80			
Sneha	65	70	68			
Amit	90	88	92			
Priya	55	60	58			
Ritu	80	75	85			

1. Formatting:

Bold the header row and center-align it.

Apply borders to the entire table.

Change the background color of the header row to light gray.

Use green font for students who pass, and red font for those who fail.

In the Result column: Use IF formula

→ If Percentage ≥ 60, display "Pass", otherwise "Fail".

2. Create a Chart:

Insert a Column Chart showing names on X-axis and Total marks on Y-axis.

3. Header & Footer (optional):

Add a header: "Student Marks Report"

Add a footer with your name and date.