

Q1: (Word)

(refer to the provided data)

- Create and format a numbered list in Microsoft Word with the following items:
 - a) Introduction
 - b) Objectives
 - c) Methodology
 - d) Conclusion

Adjust the line spacing to 1.5 and change the bullet style to a square symbol and apply the best formatting.

Save the document as "ReportOutline.docx."

1. Insert a 6x3 table and fill the following data. Format the table as best as you can.

Name	Age	Department	Position
Mr. Khalid Khan	30	HR	Manager
Mr. Ubaidullah	25	IT	Developer
Mr. Waseem Rauf	28	Finance	Analyst
Mr. Sameer Faisal	35	Marketing	Coordinator
Mr. Aashir	27	Sales	Sales Executive

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(PowerPoint)

(refer to the previous page)

1. Create a PowerPoint presentation from scratch with 3 slides:

- o Slide 1 (Title Slide):
 - Title: "Benefits of Time Management"
 - Subtitle: "Your Name"
- o Slide 2 (Content Slide):
 - Title: "Benefits of Time Management"
- o Slide 3 (Content Slide):
 - Title: "Tips for Effective Time Management"

2. Formatting Requirements:

- o Format the slides to make them visually appealing. Use appropriate font sizes, colors, and slide layout.
- o Add a transition effect between each slide and apply animations to the bullet points on Slide 2 and Slide 3.
- o Save the presentation as "TimeManagement_A.pptx."

[Wgt: 09]

Q2: (Excel)

1. Use Excel to produce the Mark Sheet below. Use Times New Roman and font size 12 points for the text.

S/No	NAME	ANATOMY	COMPUTER	PSYCHOLOGY	PRACTICE	TOTAL	AVERAGE
001	Sam Sylvia	65	73	72	68		
002	Abela Simon	75	65	68	71		
003	Bamfo David	59	90	85	71		
004	Arku Anthony	69	71	66	58		
005	Gbekley Stephen	71	50	71	59		
006	Johnson Philip	80	69	72	60		

2. Use the header tool to type your name in **uppercase** and **left aligned**.
3. Calculate the:
 - a. total mark for each student.
 - b. average mark for each student.
4. Save workbook as **MARKSHEET** in the folder created.
5. Sort the names of the students in **alphabetical order**, ensuring that each student retains his/her mark.

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(Access)

1. Create a table named **Courses** with the following fields:

- **Course-ID** (Auto-number, Primary Key)
- **Course-name** (Short Text)
- **Credits** (Number)
- **Department** (Short Text)
- **Instructor-id** (Number, foreign key referencing **Instructors** table)

Course-ID	Course-name	Credits	Department	Instructor-ID
1	Introduction to ICT	3	Information Science	1
2	Data Structures	4	Computer Science	2
3	Database Management	3	Information Science	1
4	Web Development	3	Computer Science	3
5	Software Engineering	4	Computer Science	2

2. Create a second table named **Instructors** with the following fields:

- **Instructor-id** (Auto-number, Primary Key)
- **First-name** (Short Text)
- **Last-name** (Short Text)
- **Email** (Short Text)

Instructor-id	First-name	Last-name	Email
1	John	Doe	john.doe@example.com
2	Jane	Smith	jane.smith@example.com
3	Alice	Johnson	alice.johnson@example.com

3. Establish a relationship between the **Instructors** table and the **Courses** table based on **Instructor-id**.

(SQL)

1. Using the **employee** table, write a query to count the number of employees in each department.
2. Write a query to find all employees who earn more than \$7,000 per month.

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[wgt: 06]

Q3: (HTML & CSS)

(refer to the provided data)

Create a Personal Web Page

1. *Set Up the Main Page (recipes.html):*
 - Create a new HTML file called recipes.html in VS Code and set up the basic HTML structure.
 - Title the page: "Delicious Recipes by [Your Name]".
2. *Add a Banner Image:*
 - Insert an image of a dish (600px width) at the top, floating to the left.
 - Add appropriate alt text describing the image (e.g., "Tasty Pasta").
3. *Create and Style Headings and Text:*
 - Add an H1 heading:
 - "Welcome to My Recipe Blog"
 - Below the heading, write a paragraph introducing yourself and why you love cooking.
 - Add six subheadings (H2-H6):
 - H2: "About Me"
 - H3: "Favorite Cuisines"
 - H4: "Easy Recipes"
 - H5: "Cooking Tips"
 - H6: "Contact Me"
4. *Add Emphasized Text with Styling:*
 - In the "About Me" section, include a paragraph:
 - "Cooking is my passion, and I really enjoy experimenting with new flavors!"
 - Use to emphasize "really", and style it with inline CSS to appear bold and green.
5. *Create a Second Page (cuisines.html):*
 - Create cuisines.html and set up the basic HTML structure.
 - Title the page: "My Favorite Cuisines".
 - Add an H1 heading: "Top Cuisines I Love".
 - Write a short paragraph about your favorite cuisine and why you enjoy it.
6. *Link the Pages Together:*
 - In recipes.html, add a hyperlink:
 - "Discover My Favorite Cuisines"
 - Link it to the cuisines.html page.
7. *Final Styling:*
 - Style the images on both pages with a 2px, solid, red border using inline CSS.

<<<<<<<<Best of Luck!>>>>>>>>