

MS Office Practical Exams – Question Paper Booklet

MS Word Practical Exam (Total: 40 Marks)

1. Q1. Create a Resume in MS Word with the following sections: Personal Details, Education, Skills. Use tables for Education details, bullet points for Skills, and add a Footer with your name. (10M)
2. Q2. Prepare a Newsletter in two-column format with at least one image, a heading, and a SmartArt graphic. (10M)
3. Q3. Use Mail Merge to create Invitation Letters for 5 students from an Excel file containing their Name, Class, and Roll Number. (10M)
4. Q4. Create a Word document with two sections. Apply different headers and footers to each section and insert an automatic Table of Contents. (10M)

MS Excel Practical Exam (Total: 60 Marks)

5. Q1. Create a Student Marksheet with 5 students and 3 subjects. Calculate Total, Average, and Result (Pass/Fail using IF). (10M)
6. Q2. Prepare an Employee Payroll Sheet with Basic Salary, HRA (20%), DA (10%), Tax (10%). Calculate Gross Salary and Net Salary. (10M)
7. Q3. Insert a Column Chart for monthly sales of 6 months and format it with title, legend, and axis labels. (10M)
8. Q4. Create a PivotTable from a dataset showing Region-wise Sales. Filter to show only Sales above 20000. (10M)
9. Q5. Apply Data Validation to create a dropdown list for Department (HR, IT, Finance). Highlight salaries > 50000 using Conditional Formatting. (10M)
10. Q6. Record a Macro that automatically formats table borders and run it on a sheet. (10M)

MS PowerPoint Practical Exam (Total: 40 Marks)

11. Q1. Create a 5-slide presentation on 'E-Learning'. Slides must include: Title Slide, SmartArt, Picture, Chart (imported from Excel), and Summary. Apply a Theme. (10M)
12. Q2. Apply Custom Animations to bullet points so they appear one by one on a slide. (10M)
13. Q3. Insert a Video in a slide and set it to play automatically during slideshow. (10M)
14. Q4. Use Slide Master to design a uniform header/footer and apply it across all slides. (10M)