Question No		Marks
1.	Type the paragraph in MS WORD. In Computing, input/output, *and the outside world.* Inputs are the signals or data sent to the system, **and outputs are the signals** or data sent by the system to the outside. Perform the following tasks. • Find word data and replace its first occurrence with information. • Apply water mark option (university of Sargodha). • Indent the first line in a paragraph.	**(3)**
Q.2.	Prepare Salary sheet in MS EXCEL	**(3)**

Name	Basic Pay	Medical Allowance	House Rent	Conveyance Allowance	Pay
faisal					
bilal					
waqas					
awais					
umair					

Apply the following formulas.
• Medical Allowance = 25 % of basic pay.
• House Rent = 66 % of basic pay.
• Conveyance Allowance = 10 % of basic pay.
• Pay = basic pay + Medical Allowance + Conveyance Allowance + House Rent

Question No		Marks
Q.3.		**(4)**
Q.4.		**(2,2,1)**
Q.5.		**(5)**

Question No		Marks

Q.1.	Type the following paragraph in MS WORD.	(3)
	Capacity building of the educational leaders, administrators and teachers to perform their job in a more effective and **efficient manner,** simultaneously, creating an awareness of the technological advancements in the education sector. • Strike through the whole paragraph • Apply uppercase option on the whole paragraph • Drop Cap the initial capital letter	
Q.2	Create the following sheet in MS EXCEL	(3)

Sr. #	Items	Item Price	Quantity	Total price
1	hair conditioner			
2	candies			
3	tea			
				Grand Total
				Discount
				Payable Amount

• Grand total = Sum of total prices
• 5% discount on total
• Payable Amount = Grand total – discount

Q.3.		
		(4)
		(2,2,1)
Q.4.		
Q.5.		(5)

Question No		Marks

Q.1.	Write the following in MS WORD. $$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots$$ $$x = \frac{-5 \pm \sqrt{5^2 - 4 * 2 * 2}}{2 * 2}$$	(3)
Q.2.	Create the following sheet in MS EXCEL 	(3)

Country	Test matches	One day match
pakistan	100	500
india	250	630
Bangla dash	150	526

- Draw column chart that show comparison between test matches and one day of each country
- Apply proper legend on the graph.

Q.3.		(4)
Q.4.		(2,2,1)
Q.5.		(5)

Questio n No		Mark s

Q.1.	Type the following functions in MS WORD.	(3)
	Role of ICT In Education **an application tool in teaching and learning; New Classroom Techniques; Introduction to Operating Systems; Familiarization with Hardware, Software including packages such as Microsoft Word, Microsoft Excel, Power Point, and** Graphical Applications. • Convert the paragraph into two columns. • Apply page border 1pt.	
Q.2.	Create the following sheet in MS EXCEL.	(3)

Product no	Quantity ordered	ranking
12	1500	C
13	1600	D
15	1700	A
16	625	A
17	21	A
18	31	B

• Count how many Items(s) got ranking A and B .
• Calculate the total quantity ordered for A and B using sumif function.

Q.3.		(4)
Q.4.		(2,2,1)
Q.5.		(5)

Questio n No		Mark s

Q.1.	**Perform the following in MS PowerPoint.** 1. Insert the following text in a slide. Each line appears after 5 second. 2. Apply the gradient fill color as a background color. 3. Apply push and cover animation on the slide. **Parts of information system** ∞ Hardware ∞ Software ∞ Peoples ∞ Procedures ∞ Communication	**(3)**

Q.2	**Prepare the Salary sheet in Excel.**	**(3)**

tudent D	programming	database	Operating system	Data structure	Resul
f05005					
f05006					
Tf05007					

- If Marks of programming+ database operating system >=200 and marks in data structure<60 then result will be Excellent
- If Marks of programming+ database operating system <200 and marks in data structure <60 then result will be Failed
- If Marks of programming+ database operating <200 and marks in data structure >60 then result will be Probation.
- Also calculate the no of students on probation.

Q.3.		**(4)**
Q.4.		**(2,2,1)**
Q.5.		**(5)**

Question No		Marks

Q.1.	Perform the following functions in MS WORD	(3)
	• Make a table with 6 rows and 6 columns	
	• Set column width 5 and row height 0.80".	
	• Set cell alignment center aligned	
	• Insert new column after the 3rd column.	
	• Apply shade color red.	
Q.2.	Prepare the following sheet in MS EXCEL.	(3)

Customer id	Current unit	Previous unit	Unit consumed	Total bill
1				
2				
3				
4				

• UNIT Consumed = previous unit – Current unit
• Total bill = unit consumed * Unit price
• If unit consumed are less than 100 unit price will be 4.if unit consumed are greater than 100 and less than 200 rate will be 10.otherwise unit price will be 15.

Q.3.		(4)
Q.4.		(2,2,1)
Q.5.		(5)

Question No		Marks

Q.1.	Perform the following functions in MS WORD • Insert clip art and resize it. • Apply header(your name) and footer(page number) • Rotate the picture at 90º angle. • Align the picture left allowing text wrapping. • Apply page orientation Landscape. • Apply 3D effects on the picture.	(3)
Q.2.	Display the product information of items in bar chart using MS EXCEL.	(3)

product	Price/Kg in 2000	Price/Kg 1n 2005	Price/Kg 1n 2010
table	64	54	100
Chair	175	165	200
bed	30	60	80
sofa	55	80	150

• Calculate Average increment per five year.
• Apply dashed page boarder

Q.3.		(4)
Q.4.		(2,2,1)
Q.5.		(5)

Question No		Marks

Q.1.	Perform the following in MS PowerPoint.	**(3)**
	- Insert the following text in a slide. Each line appears after 5 second. - Apply the gradient fill color as a background color. - Apply push and cover animation on the slide. - Insert a picture (Computer) from clip art and apply custom animation on it.	

Computer Domains
  ➢ Networking
  ➢ Programming
  ➢ Databases

| Q.2. | Construct the following table in MS EXCEL | **(3)** |

City	June	July	August	Max Sales
Sialkot	523256	545621	227681	
Gujranwala	233451	245443	533241	
Rawalpindi	345498	558469	235567	
Gujrat	765482	564902	654790	
Max Sales				

- Set column width 3 and row height 0.80.
- Set cell alignment bottom center aligned
- Apply page border with color green and dashed style.
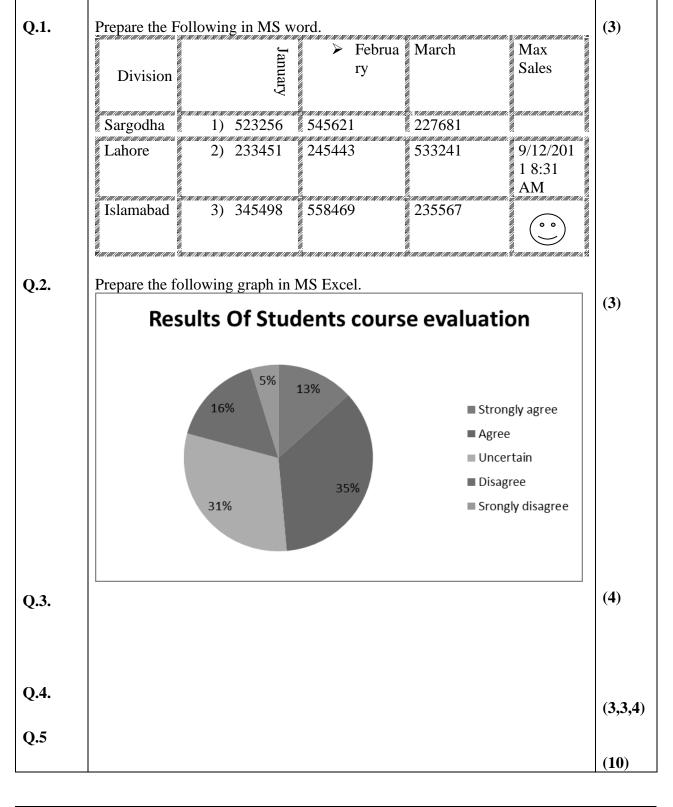- Find out the Maximum of city sales in each month.

Q.3.		**4)**
Q.4.		**(2,2,1)**
		(5)
Q.5.		

Questio n No		Mark s

Q.1.	Type the following paragraph in MS WORD.
	
	Sample documents (**lesson planning, quizzes, report** writing, application, letter writing).
	Sample documents for excel (Result cards, student attendance).
	Sample documents for PowerPoint (STANDARD TEACHING STYLE OR ANY OTHER TOPICS) given to students.
	
	  ➢ Change the case of the whole paragraph to toggle case
	  ➢ Set gutter position on top and printing is landscape.
	  ➢ Use hanging indent.
	  ➢ Set line spacing 1.5.
	  ➢ Insert a shape and apply shadow effects on it.
		(3)

Q.2.	Construct the following table in MS EXCEL	**(3)**

Roll #	English	Urdu	Obtained Marks	Total marks	Percentage	Grade
1						
2						
3						
4						

  1. Obtained marks= English+ Urdu.
  2. If percentage is >80% grade "A", if percentage >70 %< 80% grade "B", If percentage< 50 grade "E".

Q.3.		**(4)**
Q.4.		**(2,2,1)**
Q.5.		**(5)**

Question No		Marks

Q.1.	Type the following paragraph in MS WORD
	    ➢ Insert picture form the computer and apply picture style on it.
	    ➢ Change picture shape smiley.
	    ➢ Apply text wrapping in front of text
	    ➢ Rotate the picture Flip vertical.
	    ➢ Apply picture boarder Weight.
		(3)

Q.2.	Display the result of student given below using column chart in MS EXCEL. | Subject	Marks
---	---
Organic chemistry	87
Physical chemistry	78
Inorganic chemistry	67
Analytical Chem	50
Bio chemistry	70

Applied chemistry	91 |
	
	    • Format plot area with border color gradient line
	    • Give suitable heading to graph.
	    • Give proper legends.
	    • Sort the table in ascending order according to marks
		(3)

Q.3.		**(4)**
Q.4.		**(3,3,4)**
Q.5.		**(10)**

Questio n No		Marks

Q.1.	Prepare the Following in MS word.					(3)
	Division	January	➤ February	March	Max Sales	
	Sargodha	1) 523256	545621	227681		
	Lahore	2) 233451	245443	533241	9/12/2011 8:31 AM	
	Islamabad	3) 345498	558469	235567	☺	

Q.2.	Prepare the following graph in MS Excel.	(3)

Results Of Students course evaluation

5%, 13%, 16%, 31%, 35%

■ Strongly agree
■ Agree
■ Uncertain
■ Disagree
■ Srongly disagree

Q.3.		(4)
Q.4.		(3,3,4)
Q.5		
		(10)

Question No		Marks

Q.1.	Perform the following functions in MS WORD - Write some Text in two columns. - Apply watermark (Name of your college). - Insert page Border with setting 3D and Art heart. - Apply the gradient fill color as a background color. - Apply header (Date) and footer (Page no)	**(3)**
Q.2.	Prepare the Sale bill of a shopping store in the given format in MS EXCEL	**(3)**

Assets	Rs	Liabilities	Rs	
land	15000	creditors	1500	
furniture	2000	shares	12000	
Premises	15000	Rent payable	25000	
Total Assets		Total Liabilities		
Gross profit				
Net profit				

❖ Total assets= Sum of all Assets, Total Liabilities=Sum of all liabilities
❖ Gross profit=Total Assets-Total Liabilities
❖ Net profit=25% of Gross profit-30% of Total Assets

Q.3.		**(4)**
Q.4.		**(3,3,4)**
Q.5.		**(10)**

Question No	_____	Marks

1.	Type the paragraph in MS WORD.	(3)
	In Computing, input/output, *and the outside world. Jnputs*	
	are the signals or data sent to the system, **and outputs are the signals** or data sent by the system to the outside.	
	Perform the following tasks.	
	• Find word data and replace its first occurrence with information.	
	• Apply water mark option (university of Sargodha).	
	• Indent the first line in a paragraph.	
Q.2.	Prepare Salary sheet in MS EXCEL	(3)

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waqas					
awais					
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- Conveyance Allowance = 10 % of basic pay.
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Q.3.		(4)
Q.4.		(2,2,1)
Q.5.		(5)

Question No		Marks

Q.1.	Type the following paragraph in MS WORD.	(3)
	Capacity building of the educational leaders, administrators and teachers to perform their job in a more effective and **efficient manner,** simultaneously, creating an awareness of the technological advancements in the education sector. • Strike through the whole paragraph • Apply uppercase option on the whole paragraph • Drop Cap the initial capital letter	
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				Discount
				Payable Amount

(3)

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• 5% discount on total
• Payable Amount = Grand total – discount

Q.3.		
		(4)
Q.4.		(2,2,1)
Q.5.		(5)