

IT TOOLS PRACTICAL QUESTIONS

Q1. Create the following folders under the specified locations using windows.

- a) D1 on desktop
- b) R1 on the c: i.e. root
- c) D2 on desktop
- d) R2 on the c:

Do the following:

- (i) Create a folder D1-1 under the D1 folder
- (ii) Create a folder D2-1 under the D2 folder
- (iii) Copy this D2-1 folder and paste it under R1 folder.
- (iv) Delete the folder D2-1 from R1 folder
- (v) Create the folder R1-1 under R1 folder
- (vi) Copy R1-1 folder under the R2 folder
- (vii) Rename folder R1-1 under R2 folder as 'subfolder of R2'
- (viii) From the c: copy all files to folder R2
- (ix) Delete all the files from the folder R2
- (x) Recover all the deleted files

Q2. Do the following

- (i) Interchange the functions of left and right mouse buttons.
- (ii) Change the wallpaper of your computer and set it to a paint brush file made by you.
- (iii) Change the screen saver of your computer and change it to 'marquee', set your name as the text and wait time should be 2 minutes.

Q3. Create a document in Writer on a topic of your choice. Format the document with various fonts (minimum 12, maximum 15) and margins (minimum 2, maximum 4). The document should include

- a) A bulleted or numbered list
- b) A table containing name, address, basic pay, department as column heading
- c) A picture of lion using clip art gallery
- d) An example of word art
- e) A header with student name & date
- f) A footer with pagination

Q4. Create a document with the text given below and save it as First.Doc

A Read only Memory is a memory unit that performs the read operation only, it does not have a write capability. This implies that binary information stored in a ROM is made permanent during the hardware production of the unit and cannot be altered by writing different words into it. Whereas a RAM is a general-purpose device whose contents can be altered during the computational process, a ROM is restricted to reading words that are permanently stored with in the unit. The binary information to be stored, specified by the designer, is then embedded in the unit to form the required interconnection pattern.

Do the following

- a) Count the occurrences of the word "ROM" in the above document.
- b) Replace ROM with Read Only Memory in the entire document
- c) Underline the text Read Only Memory
- d) Make an auto correct entry for ROM and it should be replaced by Read Only Memory

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Q5. Use first.doc to perform the following operations

- Make the first line of document bold
- Make the second line italic
- Underline the third line
- Align the fourth line to center
- Make the font color of first line as red
- Change the font style of fifth line to Arial
- Change the second line to 18 points
- Insert the date & time at the start of document

Q6. Use the document earlier saved and perform the page setting as follows

Top Margin	1.3"
Bottom margin	1.4"
Left margin	1.30"
Right margin	1.30"
Gutter margin	1.2"
Header	0.7"
Footer	0.7"
Paper size	executive
Orientation	landscape

Q7. Insert a table. The table should have 5 columns. The auto behavior should be 'Fixed column width'. The following report has to be created in the table.

Sr.No.	Name	Basic Pay	Designation	Department
1	Rahul Roy	10000/-	MD	Marketing
2	Ritu Garg	12000/-	AD	Sales
3	Mohit	8000/-	Manager	Sales
4	Rakesh	9000/-	Senior Manager	HR

- Heading should have a font size of 18, color should be blue and font should be bold.
- The data should have a font size of 12, color should be Red and font should be italic
- Insert a new row between 3 & 4 and type the data and reorder the sr. no column.

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Q8.Below is given a letter and some addresses, this letter is to be sent to all these addresses, so use mail merge option to do so

Addresses are:

1) Amit

H No 424 sector 8D

Chandigarh

2) Rohit

H No 444, Sector 125C

Chandigarh

3) Jyoti

H NO 550, Sector 16A

Chandigarh

The Letter is

To

<<Name>>

<<Address>>

Dear <<Name>>

You are called for an interview on the <<Date>>at 9:00 A.M with your original documents

Yours Sincerely

ABC Limited

Phase -7

Mohali

Q9.Enter the following data and save it in grade .xls

Name	Marks1	Marks2	Marks3	Total	Percentage	Grade
Amit	80	70	80			
Renu	70	60	90			
Rajeev	60	50	80			
Manish	50	30	90			
Sanjeev	40	40	80			
Anita	70	70	90			

Do the following

(a) Compute the total marks and percentage of each student by entering appropriate formula.

(b) Compute the grades based on following criteria

If percentage ≥ 90 then grade = A

If percentage ≥ 80 and < 90 then grade = B

If percentage ≥ 70 and < 80 then grade = C

If percentage ≥ 60 and < 70 then grade = D

If percentage < 60 then grade = E