

KALINGA COMPUTER EDUCATION ATHAGARH

Topic – Ms windows practical

Full Mark -20

Time-20 Minutes

CREATE YOUR EXAM FOLDER ON EXAM FOLDER UNDER D DRIVE AND SAVE IT ON YOUR NAME.

- 1) Write “ Education is not preparation for life ; It is life itself.” On word pad and use following format according to question.
 - (A) Strike through the word “Education” in sentence
 - (B) Change format of “not” into italic and size 14
 - (C) Copy the sentence which you write after formatting and paste this sentence 3 times by using option “list” like 1. 2. 3.
 - (D) Save it in your exam folder by naming as word pad.
- 2) Create a folder on your Exam folder by naming it as **MS WINDOWS** then use following option
 - (A) Write “ Computer has lots of memory but no imagination” on notepad save it in name Best quotes in your folder “MS WINDOWS”.
 - (B) Show the preview of the data insert in file Best quotes on Preview pane.
 - (C) Take the rectangular snip of the preview pane which is shown and save it’s in Folder **MS WINDOWS**.
- 3) Draw an rectangular shape on ms paint and use the following option
 - (A) Fill the rectangle by using color blue with fill design “water color”.
 - (B) Use outline color of red on the shape of width 6pt.
 - (B) Write rectangle below the shape and use text color of pink in the word.
 - (D) Save the file on your exam folder by naming the file as Answer 4. Take window snip of Of the of the paint file Answer 4 and save it on your exam folder by naming it as capture paint.
- 4) Open calculator and use following option
 - (A) Calculate days between date 29/02/1996 and 17/03/2022 and take window snip of the Calculator which shows the days. Save the snip as Days calculation on your exam folder.
 - (B) Convert 5km into unit feet by using calculator and take rectangular snip of conversation And save it in your exam folder by naming it as Answer 4(B)