Practical Question Paper 2018-19

Class IX (402)

1) Create a Word Document and write all the steps to do following instructions.
   a) Set the indentation Left with 1.5 cm and Right with 1 cm.

   b) Set the Portrait orientation and margins values Top = 2.0 cm., Bottom = 2.15 cm., Left = 2.50 cm., Right = 2.50 cm.

   c) Set the paper size A4 (21 cm X 29.7 cm).

   d) Set the document border with double line style, red colour, width = 3 pt.

   e) Set the document with custom watermark "My Content".

   f) Write First line with Font type = "Arial Black" Size = 12 pt., Font Colour=" Red", Text highlight colour = "Yellow", Align = Centre.

   g) Write Second line $(x+y)^2$ and H_2O and ~~Strikethrough~~ and ~~Double Strikethrough~~.

   h) Next write 5 bulleted list (Any five fruits) with filled square style.

   i) Next write 5 Numbered list (Any five Shortcut Keys) with using Capital Roman Number Format.

   j) Now change the line spacing of upper written contents with size 1.15 pt.

2) Create a Word Document and write all the steps to done with following instructions.
   a) Save this file with name **Myfile**.

   b) Insert a picture, then wrap text = square, colour=grayscale or black & white, crop it.

   c) Insert a shape=Rectangle, and write in this shape "My Shape".

   d) Create a table with 5 columns and 6 rows, then

   e) Set the Portrait orientation and margins values Top = 2.0 cm., Bottom = 2.15 cm., Left = 2.50 cm., Right = 2.50 cm.

   f) Set the header with centre aligned text "My Header" and footer with page numbers.

   g) Check the spelling & grammar mistakes.

   h) What is Autocorrect feature in MS Word?

   i) Write any 25 shortcut keys related with MS Word.

   j) How to use equation & Symbols?

3) Create an Excel Workbook and write all the steps to done with following instructions.
   a) Save this file with name **Myexcelfile**.

   b) Rename sheet1 with another name: Example.

   c) Move sheet2 to another excel workbook with name abc.xls.

   d) Increase the Cell Row height=12.65 and width=9.36.

   e) How to use merge and centre feature.

f) How to use sort and filter feature.
g) How to use conditional formatting? Give at least three names of conditional formatting.
h) How to use auto sum feature?
i) How to freeze rows and columns?
j) How to hide and unhide rows and columns?
k) How to apply cell border?
l) How to define a name to a cell range in a worksheet?
m) How many types of chart available in ms excel and how to use it?
n) How to use cell values in another sheet?
o) How to share worksheet data?

4) Create the following excel worksheet: -

	A	B	C	D	E	F	G	H	I	J	K	L
1	Roll	Name	Hindi	Eng.	Math	Science	Sst	Comp	Total	Percentage	Remark	Grade
2	10201	Rahul	10	10	10	54	78	65	227	37.83	PASS	D+
3	10202	Satish	74	98	55	52	65	69	413	68.83	PASS	C+
4	10203	Reena	52	65	85	24	45	39	310	51.67	PASS	C+
5	10204	Sunita	30	30	28	14	41	33	176	29.33	FAIL	Work Hard
6	10205	Geeta	69	39	96	58	25	56	343	57.17	PASS	C+
7	10206	Devendra	59	85	52	45	45	57	342	57.00	PASS	C+

a) Write the function to calculate total marks of all subjects (Rahul).
b) Write the function to calculate Percentage of marks of all subjects (Rahul).
c) Write the function to calculate Remark of all subjects (Rahul).
d) Write the function to Grade of total marks of all subjects (Rahul).

Criteria of grade:	>= 90	A+
	>= 75	B+
	>= 50	C+
	>= 33	D+
	<33	Work hard

5) Create a power point presentation with name
my ppt. Write the steps for following questions:
   a) Insert a movie clip in slide1.
   b) Insert an audio clip in slide2.
   c) Insert a table with five rows and six columns in slide3.
   d) Insert a chart in slide4.
   e) Insert two shapes in a slide and group those shapes.

6) Create a power point presentation with name
my ppt1. Write the steps for following
questions:
   a) Insert a text "Animation1" in slide1 and animate it with fly in.
   b) Insert a text "Animation2" in slide2 and animate it with fly out.
   c) Add four more slides to the presentation my ppt1 and apply slide transition to it.
   d) How to print multiple slides simultaneously?
   e) How to apply slide design?
   f) How to change slide background with colour, gradient, texture, pattern, picture?