

Practical File Question Paper 2018-19

Class X (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 H₂O 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	58	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?

7) Write an SQL Query to create a table with the following structure:

Emp_no char(4), Name varchar(25), Salary Float, Department varchar(15).

8) Write the answers based on the following table Name Manager:

Table: Manger

Deptno	Deptname	Name	City
S101	Sales	Pranjal Sharma	Delhi
HR404	HR	Preeti Arora	Chennai
P204	Purchase	Sukhmeen Singh	Bangalore
AD990	Admin	Sukanya Kumar	Mumbai

- a. Suggest a suitable data type for the Deptname field.
- b. Write a query to display all the records of the table.
- c. Add a new record with the following details:
('S106', 'Sales', "Kritika Tuteja", "Delhi").
- d. Display department name where city is Chennai
- e. Display different cities in the manager table
- f. Arrange all the records in ascending order department wise.
- g) Change the Deptname HR to Admin HR.